



SIERRA NEVADA CONSERVANCY

Board Meeting Agenda July 25 and 26, 2007

July 25, 2007

12:00 - 5:00 PM

Field Trip

Members of the Board and staff will participate in a field trip focusing on issues and activities relevant to the Conservancy's mission in the Truckee area. The field trip will begin at the Hampton Inn, 11951 State Highway 267, Truckee California. Members of the public are invited to participate in the field trip and reception but are responsible for their own lunch and transportation). Limited space may be available, please call (530) 823-4672 to determine availability.

July 26, 2007

9:00 AM

Board Meeting

**Town of Truckee Town Hall
10183 Truckee Airport Road
Truckee, CA 96161**

- I. Call to Order**
- II. Roll Call**
- III. Approval of May 3, 2007 Meeting Minutes**
- IV. Public Comments**
Provide an opportunity for the public to comment on non-agenda items.
- V. Chairman's Report**
 - a. Sierra Nevada Fire Report
- VI. Executive Officer's Report**
 - a. Staffing/Budget Update
 - b. Annual Symposium Update
 - c. Board Meeting schedule
 - d. Response to request for Task Force on Clearcutting
 - e. 2006-07 Action Plan Update
 - f. Education Communication Plan
 - g. Partnership Activities
- VII. Deputy Attorney General's Report**
- VIII. Central Sub-Region Counties Reports**
Representatives of Central Sub-Region will provide the Board with a brief overview of key information regarding their counties, including significant issues in the area of the SNC's mission.

IX. Overview of the Sierra Nevada Adaptive Management Plan

Beth Pendleton (USFS) and Crawford Tuttle (CDF) will provide the Board with an overview of the implementation of the Sierra Nevada Adaptive Management Plan.

X. Program Guidelines

The Board will review and may adopt Final Program Guidelines.

XI. Grants Guidelines

The Board will review and may adopt Proposition 84 Grants Guidelines.

XII. 2007-08 Action Plan

The Board will review and may provide direction to staff on the proposed 2007-08 Action Plan.

XIII. Environmental, Economic and Social Indices and Performance Measures

The Board will review and may provide direction to staff on a plan to identify Indices of Environmental, Economic and Social well-being and the development of performance measures for SNC programs.

XIV. SNC License Plate

The Board will be briefed on the status of the effort to create a Sierra Nevada Conservancy License Plate. The Board may act upon recommendations from staff and the Board committee regarding selection of a license plate design concept and may provide direction and authorization to staff to take the actions necessary to have the design approved by the Department of Motor Vehicles.

XV. Executive Officer's Delegated Authority

The Board will consider and may act on a revised delegation of authority for the Executive Officer.

XVI. Review of Board Agenda Development Process and Meeting Structure

The Board will review with staff the process used for Board meeting agenda development and the structure of Board meetings.

XVII. Board Members' Comments

XVIII. Public Comments

XIX. Adjournment

Meeting Materials are available on the SNC website at www.sierranevada.ca.gov. For additional information or submit written comment on any agenda item, please contact Ms. Grace at (530) 823-4672 or tgrace@sierranevada.ca.gov. or 11521 Blocker Drive, Suite 205, Auburn CA 95603. If you need reasonable accommodations please contact Ms. Grace at least *five* working days in advance, including documents in alternative formats.

Closed Session: Following or at any time during the meeting, the Conservancy may recess or adjourn to closed session to consider pending or potential litigation; property negotiations; or personnel-related matters. Authority: Government Code Section 11126(a), (c) (7), or (e).



SIERRA NEVADA CONSERVANCY

Board Meeting Minutes May 3, 2007

Meeting Location
Lassen County Fairgrounds
Jensen Hall
Susanville, CA 96130

**May 3, 2007
Board Meeting**

9:00 AM

I. Call to Order

Vice Chair Dahle called the meeting to order at 9:00 AM

II. Roll Call

Present: Louis Boitano, Brian Dahle, Byng Hunt, Bob Kirkwood, BJ Kirwan, Byron Sher, Robert Weygandt, Kim Yamaguchi, Beth Pendleton, Bill Haigh, and Mary Martin.

Absent: John Brissenden, Mike Chrisman, Allen Ishida, John Lloyd, and Carol Whiteside

III. Approval of February 7, 2007 Meeting Minutes

There were no changes to the Meeting Minutes

Action: Boardmember Hunt moved and Boardmember Kirwan seconded a motion to approve the February 7, 2007 Board Meeting Minutes.

IV. Public Comments

Susanville resident Randy Compton voiced his support for the elimination of clear cutting, indicating he believed it was having a devastating effect on the Sierra Nevada.

V. Chairman's Report

Vice Chairman Dahle thanked everyone who participated in the tour the previous day. In particular, he acknowledged the Lassen County Cattlemen's Association, the Susanville Chamber of Commerce and the Lassen Land and Trails Trust for their role in supporting the tour.

Dahle reported on the Secure Rule School and Community Self Determination Act (SRSCSDA). He stated that the Federal government owns sixty-eight percent of Lassen County. He described the history and importance of the SRSCSDA to Lassen County and many other Sierra Nevada counties. Lassen County receives \$2.6 million dollars that are split between local schools and public roads. The funding is due to expire and a large coalition is working on reauthorization of the Act. Boardmember Yamaguchi commented on Butte County's involvement with the

County Schools Funding Revitalization Act (HR2389), and that Butte County has chosen to fund Fire Safe Councils with some of the funding.

VI. Executive Officer's Report

2007-08 Budget

Executive Officer Jim Branham reported several budget hearings have been held in both the Senate and Assembly and it looks like the committees will not deal with Proposition 84 funding until later in the process, after the May Budget Revise is released. The Senate Budget Sub-committee consultant raised issues regarding SNC's ability to award \$17 million worth of grants and Branham noted several of SNC partners wrote letters of support for the SNC budget. He expressed optimism that the concerns had been addressed and the budget would be passed as proposed by the Governor.

Current Year Budget Update

Branham indicated that the budget is on track for the current year and that the SNC will once again revert funds, due largely to unfilled positions. He indicated that there may be base budget pressures to face in 2008-09 due to funding shortages in the Environmental License Plate Fund

There was a discussion regarding the spending of Proposition 84 monies in future years, especially in the event that additional funding is not secured. Branham indicated the SNC would work with the administration and the legislature to adjust future year funding in that event.

Boardmember Yamaguchi expressed his concern that some form of a "per capita" formula would be imposed on the Proposition 84 funds. Branham indicated that the Proposition 84 funds are allocated to the SNC in the bond language so the overall amount won't change; the legislature is considering the primarily the timeframe for appropriations.

Branham introduced new staff: Kerri Timmer, Marji Feliz, and Shelly Owens, as well as the additional SNC staff in attendance. Branham indicated the new additions joined a strong team and will make the organization even stronger. Branham stated the hiring in the coming months would focus primarily on the area offices, with a hope that the two area managers will be hired by the end of June.

Area Offices Update

SNC staff is finalizing the details on all leases, with the Mariposa lease completed, and staff is working with partners to complete the remaining agreements.

Annual Symposium

Branham noted Boardmembers Kirwan and Brissenden are working with staff on the proposed annual event. The current plan is to hold a one-day symposium on September 5 in Murphys, followed by the Board meeting the next day. Branham noted SNC has an offer from a non-profit organization for financial support of the symposium. He asked Board members to provide any suggestions for speakers to Kerri Timmer.

Federal Managers Meeting

Branham informed the Board of a two-day meeting held on March 7 and 8 in Auburn. The meeting included virtually all field managers from the USFS, BLM and NPS in the region, as well as representatives of the Natural Resources Conservation Service and the U. S. Fish and Wildlife Service. He indicated the group discussed a number of possible areas for future collaboration and that a set of actions was developed. He also indicated that it was the first time this group of managers had gotten together. Boardmember Haigh commented that he felt the meeting was useful and a number of opportunities for future collaboration exists.

Board Meeting Schedule

Branham discussed the upcoming July and September meetings and noted that this meeting represents the end of the first cycle of the Sub-Region meetings. Branham distributed a proposed 2008 calendar of meetings, asking Board members to notify Theresa Grace of any conflicts in the 2008 calendar. The calendar will be acted upon at the July meeting.

Resource Conservation Districts (RCDs)

Branham introduced Tacey Curry of the California Association of Resource Conservation Districts who distributed packets and gave a PowerPoint presentation regarding Resource Conservation Districts. She indicated that there were many opportunities for collaboration with RCDs, and virtually the entire Sierra is covered by RCDs. There was a discussion regarding funding and the relationship between RCDs and other federal funding.

VII. Deputy Attorney General's Report

Deputy Attorney General Christine Sproul advised the Board on the progress of proposed AB 188 (Aghazarian) which would amend recently adopted requirements that the Resources Agency create and maintain a registry of conservation easements purchased, owned or controlled by state agencies. The conservation easement registry provides an important tool to help the Conservancy as it moves forward with program elements. The state registry will work in conjunction with similar local registries that are required in each County, and will provide a tool for coordination with local agencies. Both registries may also provide opportunities to dovetail climate change actions under AB 32 with other Conservancy programs.

VIII. North Sub-Region Counties Reports

Vice Chairman Dahle introduced Modoc County Supervisor Dave Bradshaw who had indicated he had nothing to report, but expressed his appreciation for all of SNC's efforts on the Modoc Line project.

IX. Action Plan Update

Bob Kingman provided an update on the Action Plan indicating that 17 of the actions identified will be completed by the end of the fiscal year. Kingman informed the Board that on a small number of actions, the timeline will not be met, but that progress is being made nonetheless. He stated that staff would bring a plan for identification of indicators and development of program performance measures to the Board in July.

Bob Kingman introduced Shawn Garvey, representing consultant team, Velocity 7, who gave a brief update of the development of an Education and Communication

plan for the Conservancy. Staff anticipates presentation of final plan to the Board at the July meeting.

A discussion occurred regarding the issue of identifying sub-regional priorities. Boardmember Kirkwood suggested that the supervisor from each Sub-Region and a statewide Boardmember act as the defacto committee for each Sub-Region, and be charged with determining priorities. Vice Chair Dahle asked Boardmembers to think about Boardmember Kirkwood's suggestion and be prepared to discuss at the next meeting.

X. Overview of Bureau of Land Management's (BLM) "Sierra Resource Management Plan and Long Term Vision for the Mother Lode"

Bill Haigh of the Bureau of Land Management presented an overview of the BLM's planning process in the Mother Lode region. He described the extensive public participation process that BLM used and indicated he believed there were plenty of opportunities for collaboration with the SNC. Boardmember Kirkwood asked if BLM was coordinating with the Forest Service in the area and Mr. Haigh indicated that they were, as well as the full array of stakeholders.

XI. SNC Logo Competition

Executive Officer Branham indicated that the process has been a lengthy one but that it had been well worth the effort. He introduced Shawn Garvey, a consultant with Velocity 7, who provided an overview to the Board on the process of the competition. Garvey indicated that the level and quality of participation had exceeded all expectations.

Branham thanked Boardmembers Sher and Yamaguchi for their participation in the process. Both boardmembers expressed appreciation for being involved in the process and were pleased with the outcome.

The Board reviewed the final entries and concurred with the committee and staff recommendations. The winning entries are as follows:

1 st Place – Orion Day	3 rd Place Madison Gilliland
2 nd Place – Heather Whitney	Honorable Mention – Orion Day

Action: Boardmember Sher moved and Boardmember Yamaguchi seconded a motion to Award the Logo Competition Finalist in the recommended order.

XII. SNC License Plate

Staff has met with DMV and CHP on the license plate design and both agencies are very cooperative. Branham indicated that the recommendation of the committee and staff is to continue work on a design and bring it before the Board in July, following preliminary review by the DMV and CHP. The Board discussed the merit of connecting the logo and plate design and various ideas relating to marketing the plate. Staff agreed to incorporate those ideas into further discussions.

XIII. Program and Grant Guideline Development

Bob Kingman reported SNC completed a rigorous schedule of 22 workshops with 550 workshop attendees. There was a great turnout and a lot of good comments and/or feedback. In going into the Region, SNC accomplished two things, 1) to

receive comments on the guidelines and 2) to educate people throughout the Region on who SNC is and its mission.

Staff recommended reviewing the specific policy areas identified in the Board packet and indicated that the next set of draft guidelines will have a 30-day public review and comment period prior to the July Board Meeting. An Administrative Manual will compliment the guidelines and will include information suggested in written comments received and during outreach sessions.

Boardmember Sher inquired as to whether the Guidelines encouraged bond funding from other entities for proposed projects. Branham responded that SNC is trying to leverage the money from other Proposition 84 funding sources and that the SNC is working with Resources Agency and other agencies in coordination of Proposition 84 expenditures in the Sierra Nevada Region.

Staff identified the following issues for more discussion by the Board:

- Questions have been raised relative to the clear correlation to the Strategic Plan. Staff indicated that the guidelines would again be reviewed for consistency with Strategic Plan and that specific language relative to the relationship has been added.
- A process for Sub-Regional priority setting needs to be developed and staff proposes this matter be addressed at the July meeting.
- Any grant SNC awards will require a consultation with the city or county. SNC would like to work with the local governments to create a mechanism that is not overly burdensome. Staff will present a suggested process in July.

Board members discussed the issue, including the relevance of existing local plans and zoning in considering grant awards. It was suggested that letters of support from local governments should be encouraged, but not required, for proposed projects. It was agreed that further discussion would occur at the July meeting.

Branham noted that the SNC will encourage people to interact with the Conservancy as early in the process as possible. There was also relative to the need of dealing with confidential items, such as appraisals and the public disclosure of how public funds are expended. Boardmember Sher noted that this is a sensitive issue and wondered at what point the appraisals become public. Branham noted appraisals are exempt from public records/review until there is a proposed discretionary action taken and that SNC staff will work with the Board to develop the appropriate procedures.

- Performance Measures and Indices: Staff is working with consultants to develop a plan for completion of these items and will present it at the July meeting.
- Grants Guidelines: Staff will be providing more clarity in addressing the issue of long-term management in the final draft of guidelines.

- Competitive Grants: The current minimum of \$50,000 may need to be reevaluated based on information being received by staff on potential project size.
- Awarding Grants to Pay Off Loans: The current guidelines are silent on this issue, however staff believes this should be allowable. The final draft will be revised to explicitly provide for this type of project.
- Delegation of Authority to the Executive Officer: This item had been inadvertently left out of the draft guidelines but authority for SOG category 2 grants has been included in the this draft.

Vice Chair Dahle asked Branham if he is expecting action on this today. Branham stated staff needs the Board to approve moving forward with producing a final draft to be available for an additional 30-day public comment period.

Action: Boardmember Kirkwood moved and Boardmember Hunt seconded a motion to direct staff to release the revised draft and solicit further public input.

XIV. Executive Officer's Delegated Authority

John Gussman, SNC Legal Counsel, described the proposed expansion of interim-delegated authority to the Executive Officer, indicating it was necessary to assure that the EO could enter into necessary agreements prior to the end of the fiscal year. Vice Chairman Dahle suggested the Board should authorize the Executive Officer as proposed, given the ability of the Board to address issues with the EO if issues arise.

Action: Boardmember Kirkwood moved and Boardmember Yamaguchi seconded a motion to approve the Executive Officer's Delegated Authority.

XV. Board Members' Comments

Boardmember Sher raised the issue of how items appear on the Board agenda. He gave as an example, the discussion that occurred in the public comment period of the February Board Meeting asking for the creation of a task force on clearcutting. Sher questioned the process for dealing with such issues. Boardmember Yamaguchi commented on public expectations as to what SNC can and cannot do, and indicated that he believed that the Board should have a mechanism to educate the public on the process. Branham suggested that the process for agenda development and the structure of Board Meetings be discussed at the July Board Meeting. Branham also indicated that if Boardmembers have items they wish to put on the agenda, they should notify staff. Branham also stated that the issue of the task force on clearcutting would be discussed at the July meeting.

XVI. Public Comments

Steve Robinson of Westwood Thanked the Board and staff for coming to the communities and for visiting Lassen County. He indicated this is the one government board that has come to the communities and provide an opportunity for the public to see how the board functions.

XVII. Adjournment

Action: Boardmember Yamaguchi moved and Boardmember Hunt seconded a motion to adjourn the meeting.

Vice Chair Dahle adjourned the meeting.

**FISCAL YEAR-END REPORT
FISCAL YEAR 2006-07
July 26, 2007**

AVAILABLE FUNDS	\$4,016,000
SIGNIFICANT EXPENSES ANTICIPATED AVAILABLE FUNDS*	\$4,016,000
CONSULTING AGREEMENTS**	\$1400
FACILITIES OPERATION	\$245
EQUIPMENT/VEHICLE	\$330
STAFF & OPERATING EXPENSES	<u>\$1,929</u>
TOTAL 2006-07 FISCAL PLAN	\$4,016,000
ACTUAL EXPENDITURES	<u>-\$2,457,411</u>
UNEXPENDED BALANCE***	\$1,558,589

* An additional \$200,000 has been authorized for expenditures in the event the SNC receives reimbursement funding.

** Consulting Agreement detail provided on page 2.

*** Projected expenditures pending final year-end closure.

GOVERNOR'S BUDGET FISCAL YEAR 2007-08

2007-08 SUPPORT FUNDS

FUNDING SOURCE: CA. ENVIRONMENTAL LICENSE PLATE FUND

SIGNIFICANT ANTICIPATED EXPENDITURES

		\$in Thousands
STAFF & OPERATING EXPENSES		\$1,929
CONTRACTS & COMMUNITY SUPPORT		\$1,400
INTERAGENCY AGREEMENTS	-\$300	
PROGRAM IMPLEMENTATION	-\$900	
COMMUNITY SUPPORT	-\$200	
FACILITIES OPERATION		\$245
EQUIPMENT & VEHICLES		<u>\$330</u>
TOTALS, 2007-08 SUPPORT FUNDS		\$3,904
REIMBURSEMENT AUTHORITY		<u>\$ 200</u>
TOTALS, SUPPORT FUNDING		\$4,104

2007-08 BUDGET CHANGE PROPOSAL- Proposition 84 Funding

FUNDING SOURCE: SAFE DRINKING WATER, WATER QUALITY & SUPPLY, FLOOD CONTROL, RIVER & COASTAL PROTECTION FUND OF 2006

STAFF & OPERATING EXPENSES	\$500
GRANT FUNDING	<u>\$17,000</u>
TOTALS, 2007-08 BUDGET CHANGE PROPOSAL	<u>\$17,500</u>
TOTALS, GOVERNOR'S BUDGET	\$ 21,2604

Background

As reported previously to the Board, the SNC is planning an annual symposium to focus attention on global climate change and how it will affect the Sierra Nevada region. Staff has been consulting with other agencies and groups who are concurrently planning complementary events including, the California Biodiversity Council, California Air Resources Board, USFS, UC Davis, and others. In light of the activity surrounding this issue and the desire to not conflict with other efforts, the SNC has decided to move the date of the symposium back several months. It is currently anticipated that the symposium will be held in conjunction with the December 2007 meeting.

Current Status

The SNC staff and committee (Boardmembers Kirwan and Brissenden) has compiled a preliminary agenda and a list of potential speakers for the event and started inquiring about participant availability. A contract has been entered into with Community Action Partners to secure speakers and speaker-related hospitality and promotion for the event. Initial support funding for the event has tentatively been secured through Resources Legacy Fund.

Next Steps

Next steps include finalizing a date and location for the event. Staff will continue to work with the committee and other partners to finalize an agenda, secure participants and manage logistics. A progress report will be provided to the Board at the September meeting.

2007 – 2008 SNC Board Meeting Schedule

2007

July 25 (tour) & 26 (meeting) – Truckee (Central)

- Anticipated approval of Final Program and Grant Guidelines

September 5 (tour) & 6 (meeting) – Murphys (South Central)

- Potential approval of first Strategic Opportunity Grants.

December 5 (tour) & 6 (meeting) (South)

- Potential approval of additional Strategic Opportunity Grants.
 - Potential approval of Strategic Opportunity Grants.
-

2008

March 5 & 6 (North Central)

- Potential approval of Competitive Grants
- Potential approval of Strategic Opportunity Grants.

May 7 & 8 (East)

- Potential approval of Strategic Opportunity Grants.

July 23 & 24 (North)

- Potential approval of Strategic Opportunity Grants.

October 1 & 2 (Central)

- Potential approval of Strategic Opportunity Grants.
- Second annual symposium.

December 3 & 4 (South Central)

- Potential approval of Strategic Opportunity Grants.

Background

At the February Board Meeting the Board received comment from numerous members of the public expressing opposition to continued clearcutting in the Sierra Nevada. A letter from the Ebbetts Pass Forest Watch (EPFW) was presented to the Board requesting that the SNC create a task force on clearcutting. EPFW recommended membership of the task force to include representation of a variety of governmental and non-governmental entities.

EPFW and other members of the public indicated that they believe that the issue of clearcutting affects a number of the SNC program areas and the creation of a task force was consistent with the SNC's guiding principles. They expressed their view that addressing this issue was critical to the long-term health of the Sierra Nevada.

Discussion

Since the February Board Meeting, SNC staff has contacted other interested parties identified by the EPFW as potential task force members, including forestland owners and other regulatory agencies. Staff has found little interest in participating in such a task force from these entities, primarily based on the fact that the issue has been, and will continue to be, an issue addressed by other governmental agencies, including the California Board of Forestry. These parties indicated that they did not see an appropriate role for the SNC.

As the EPFW stated, the SNC has indicated an interest in convening parties to address difficult issues; however our approach is to be available to convene parties that are interested in participating in such processes. Further, the issue of clearcutting is one that is regulated and has been the subject of extensive debate before the California Board of Forestry. It is unclear what role the SNC could play in such an issue.

Recommendation

Staff recommends that the SNC not create a task force on clearcutting, but be willing to reconsider a role for the SNC in the event that the relevant interested parties believe involvement by SNC would be beneficial.

Overview

Staff continues to make progress on completion of Organizational Goals in the Conservancy's 2006-07 Action Plan, adopted in July, 2006. The Action Plan calls for substantial completion of seventeen action items by July, 2007.

An updated spreadsheet showing all of the Organizational Goals and tasks accomplished or underway has been attached to this report to illustrate progress in a matrix form. The goals are organized by their due dates as they appear in the adopted action plan (Attachment A).

Action plan items in progress or not completed are proposed to be carried into the 2007-08 Action Plan as reported in Agenda Item XIII.

Capacity Building

Since the May meeting, the Conservancy has hired two additional permanent staff, bringing the permanent staff level to eleven. We continue to receive the services of several retired annuitants and special assistants hired through agreements with California State University, Sacramento, the Tahoe Conservancy and California Department of Forestry and Fire Protection. In partnership with Sacramento State University and the Placer County Library, the SNC has also hired a student intern to develop and implement the SNC Library Project.

Hiring interviews are being scheduled for several employee classifications throughout the Region to meet the staffing needs of headquarters and area offices.

Progress on Specific Goals

- The Conservancy has retained the services of Psomas Consulting to assess information needs of the region as stated in Organizational Goals 2.1 and 2.2. Psomas has completed interviews with every county in the SNC region, and is compiling written questionnaire results. A draft report with the results and findings of the assessment has been made available for review and comment. The Psomas assessment will be a useful tool in accomplishing Organizational Goal 5.1 and 3.2, and will contribute to Programmatic Goals as well.
- The Conservancy has retained the services of Velocity 7 and Associates to develop a comprehensive Communication and Education Plan consistent with Organizational Goal 3.4. Significant public input has been sought during development of the plan. Staff and consultants have conducted outreach meetings in San Francisco, Sacramento, and Los Angeles, hosted web-conferences, and conducted surveys to gather information for developing the plan. Some policy level direction is being sought by the Board on specific issues identified in staff the report associated with Agenda Item X. Staff anticipates

presenting the final plan for Board approval at the next meeting. Completion of this plan will be instrumental in educating the region and the state about the needs, resources, and activities with the Sierra Nevada.

- Goal 4.3 directs SNC to “create a Sub-Regional and Regionwide priority setting process, consistent with the statute, to guide staff and the Board in decision making.”

Staff is proposing that a committee comprised of the Sub-Regional representative and a statewide Boardmember assist staff in determining priority projects to be recommended to the Board for approval. In addition, the SNC will continue to use public outreach to gather input that will inform decision making relative to projects to be funded and activities to occur in each Sub-Region and the Region as a whole. Priority setting must be consistent with the statutory requirement that resources be equitably distributed, over time, across all program areas and Sub-Regions.

- Staff continues researching and gathering information to build a comprehensive and dynamic database of potential funding sources for local partners in the region (Organizational Goal 5.2). A spreadsheet of existing resources is available for review on the SNC Website for immediate use throughout the region, and will continue to be updated and enhanced. This database complements efforts to complete Organizational Goal 5.3 and several Programmatic Goals.
- Goal 4.2 directs the SNC to “Develop a program activity tracking system to ensure equitable distribution, over time, of resources across the Region, Sub-Regions and programs recognizing the need to act based on opportunity, available funding and regional differences.”

Staff has developed a database that will be used to track expenditure of resources, including funding and staff resources, across program areas and sub-regions. Regular updates will be provided to the Board at future meetings.

Expected Extension of Deadlines

While progress on Action Plan Goals has been substantial, there are some deadlines we expect to extend and incorporate into the 2007-08 Action Plan. Progress on these Goals is outlined in detail below:

Goal 1.1 - Determine location of a permanent headquarters location that will meet the SNC’s needs and add economic value to the community.

The SNC headquarters is currently located in Auburn and is meeting the immediate needs of the organization. This topic is expected to be revisited later this calendar year.

Goal 3.2 - *Based on this assessment and the information technology assessment, work with communities to develop a plan to address technological, communication, and technical assistance needs.*

Significant progress towards completing this goal will begin upon completion of Goal 3.1 (Rapid Needs Assessment), development of Program and Grants Guidelines, and analysis of potential project needs requested and gathered during recent guidelines workshops throughout the region. Staff anticipates this action to be completed by January 2008.

Goal 4.1 - *Develop, in collaboration with other organizations, environmental, economic and social well being indices to monitor the progress in the various program and geographic areas. The indices will identify the key indicators to be monitored and measured and clearly identify performance standards.*

Staff will present a proposed approach for developing Environmental, Economic, and Social Indices and Performance Measures as identified in Goal. (Agenda Item XIV). An initial set of indicators will be identified so that performance measures can be developed for use in the initial round of Proposition 84 Grants funding. A more robust set of indices and measures will be developed by January 2008.

Unless noted above, all other 2006-2007 Action Plan Goals will be considered fulfilled by July, 2007.

Organizational Goal Number & Due Date*	Description of Goal	Completed	E-Library online	Personas Contract for rapid needs assessment	Communication and Education Plan contract	Logo Concept Competition	Funding Sources Database	GreenInfo GIS Study	Office Locations Selected	SNC Boundary Finalized	Proposition 50 Participation	Program Guideline Development	Grant Guideline Development	Develop Indices Development	Assessment Contract	Guidelines workshops Query	SNA Landscape Conference	SBC State of Sierra	Federal Managers Meeting	Additional Progress	Comments
Goal 1.1 (April 2006)	Establish the SNC interim headquarters in Auburn																				
Goal 2.3 (June 2006)	Identify and make available access to key federal, state and local plans and other documents affecting the region to be considered in the development of program guidelines and priorities																				Carry-over to 2007-2008 Action Plan
Goal 2.1 (Jan 2007)	Conduct an informational needs assessment of governmental agencies, non-governmental organizations, private landowners, educational institutions, and other interested parties, to determine existing relevant information relating to SNC's mission, significant information gaps and potential sources of new information. In doing so, the SNC will build upon and enhance existing information infrastructure.																				
Goal 3.1 (Jan 2007)	Conduct a regional assessment to determine existing and potential regional and community education, shared learning and research projects that the SNC can support and enhance.																			Held several meetings with State and federal partners, key stakeholders, scientists, and educators	
Goal 4.2 (Jan 2007)	Develop a program activity tracking system to ensure equitable distribution, over time, of resources across the region, subregions and programs recognizing the need to act based on opportunity, available funding and regional differences.																			Developed a database that will be used to track expenditure of resources, including funding and staff resources, across program areas and sub-regions.	
Goal 5.1 (Jan 2007)	Develop and communicate funding needs of the region to the public, SNC partners, and decision makers at all levels (Ongoing, initial needs assessment January 2007).																				
Goal 4.1 (July 2007)	Develop, in collaboration with other organizations, environmental, economic and social well being indices to monitor the progress in the various program and geographic areas. The indices will identify the key indicators to be monitored and measured and clearly identify performance standards.																			Held several meetings with State and federal partners, key stakeholders, scientists, and educators	Carry-over to 2007 2008 Action Plan
Goal 1.1 (July 2007)	Determine location of a permanent headquarters location that will meet the SNC's needs and add economic value to the community (July 2007)																				
Goal 1.2 (July 2007)	Establish satellite office locations based on available staff and resources and operational needs.																				
Goal 2.2 (July 2007)	Assess preferred dissemination methods, technological needs and data limitations of SNC partners. Develop overall data acquisition and, dissemination requirements and a strategy to address SNC statutory and organizational needs, with an emphasis on improving communities' ability to access and use information.																			Retained Sac State CCCP Employee to update SNC Master Contact lists	
Goal 3.2 (July 2007)	Based on this assessment and the information technology assessment, work with communities to develop a plan to address technological, communication, and technical assistance needs.																				Carry-over to 2007-2008 Action Plan
Goal 4.3 (July 2007)	Create a subregional and region wide priority setting process, consistent with the statute, to guide staff and the Board in decision making.																			Proposed establishment of sub-regional committees at July '07 Board Meeting.	
Goal 3.4 (Oct 2007)	Develop an education and communication plan to support increased understanding of the importance of the Sierra Nevada within the region and throughout the state.																			Developing advanced Interactive Web site design	
Goal 5.2 (Oct 2007)	Leverage and improve funding options and opportunities by identifying and communicating potential funding sources to those engaged in project activities consistent with SNC's mission (Ongoing, with an initial inventory of funding sources by October 2007).																			Held several meetings with State and federal partners, key stakeholders, former grants administrators	Accessibility to Economic Development Library
Goal 1.3	Ensure an open and transparent decision-making process by adopting understandable rules, guidelines, and procedures for SNC business.																			Board authorized EO to write letters of support and notify board in July, 2006	Drafted guidelines for Public Information Act Requests
	Conduct an ongoing robust public outreach and feedback program within the region and in other key geographic areas important to the success of the program.																			Retained Sac State CCCP Employee to update SNC Master Contact lists	Accessibility to Economic Development Library
Goal 3.3	Support integrated regional and sub regional planning efforts, consistent with the SNC's mission.																			Participation in processes: Kern Valley Specific Plan, Mammoth Trails, Modoc Line trail	Co-sponsoring IRWMP Workshop 3/07
Goal 5.3	Identify and secure additional opportunities for stable funding for the SNC from all sources.																			Review of opportunities in addition to prop 84	Passage of AB 84 establishing Sierra Nevada License Plate

* Sorted in order of due date.

KEY:

Completed

Goal met when completed

Contributes to goal

Background

The Sierra Nevada Conservancy Education and Communications Plan is the blueprint for a sustained 5-year campaign to support increased understanding of the importance of the Sierra Nevada and to facilitate a deep sense of stewardship of the Region by all Californians. A critical element of the SNC Education and Communications Plan is the identification of existing efforts that the SNC may support or build upon. The SNC is committed to carrying out its plan in partnership with other governmental and non-governmental partners who understand the value of communicating and educating the citizens of California on the importance of the Sierra Nevada Region.

Target Audience

The Education and Communication Plan focuses on key audiences evaluated as most crucial and important for a successful and sustained 5-year communication effort. These audiences include the following:

- Select audiences within the Sierra Nevada Conservancy Region;
- Select audiences outside the Sierra Nevada Conservancy Region, particularly urban Los Angeles and Bay Area;
- Audiences in the “Policy” sphere, located primarily in Sacramento and consisting of statewide elected officials, legislators, state and federal agencies and key constituency and interest groups.

Tools and Tactics for Education and Communication

The Plan includes a suite of recommended tools and tactics that the SNC can use, in collaboration with a wide array of partners to successfully communicate to target audiences. These tools and tactics are keyed to target audiences above, and include, but are not limited to the following:

- In-school Assembly and Education programs targeting California students within and outside the Sierra Nevada
- A high profile and iconic annualized event that educates the public about the Sierra Nevada Conservancy
- Educational efforts that provide information promoting “citizen stewardship” for all Californians
- Sustained and enhanced effort to connect Sierra partners with state officials, legislators and agencies in seeking funding and technical partnerships
- A potential “Sierra Trail” highlighting economic, environmental, cultural, geologic and other important elements of the Sierra Nevada Conservancy Region

Current Status

A final draft of the Plan will be presented to the Board at the September Board meeting. Completed elements of the Plan include:

- Task A: Research and Plan Development
- Task B: Finalization of Draft Deliverables
- Task C: Conceptual Education and Communication Plan
- Task D: All outreach elements including Video Conference, 3 Outreach Meetings (in Sacramento, Los Angeles and San Francisco), an on-line survey and “listening sessions.” Videoconference “How-To Manual” is complete
- Task E: Report to SNC Board on status

The final draft will reflect the feedback received from the public and SNC staff. It will include a range of options for the SNC to consider, based on available funds.

Next Steps

Staff will continue to work with the consultants and other interested parties in developing a final draft for Board review at the September Board meeting.

Background

At the February 2007 meeting, the Board approved draft Program Guidelines to serve as the basis for public discussion and comment. The Board also approved a plan to consider input on both the Program Guidelines and the Proposition 84 Grants Guidelines on a parallel track.

The Conservancy's enabling legislation and Strategic Plan call for the creation of Program Guidelines to direct the Conservancy staff and Board in providing assistance, support, and funding to entities in the Region. The Program Guidelines provide specific direction on how the Conservancy will carry out its mission and Strategic Plan, how it will collaborate with partners, and how it will operate administratively. The Guidelines further define the program areas of the Conservancy and identify types of projects and programs eligible for Conservancy support. The Guidelines also identify the tools, resources, services, and assistance available from the Conservancy, and how to prioritize requests for assistance.

Process

The first draft of the Guidelines reflected substantial public input received through previous workshops and ongoing interaction with a variety of partners. At the February 2007 meeting, the Board provided staff additional direction as to various items contained in the Guidelines. The draft Guidelines were publicly released on February 14, 2007. On March 1, 2007, the first of 19 public workshops in the Region occurred in Chico, with the final workshop being held on April 12, 2007, in Burney. The SNC also sponsored meetings in San Francisco and Sacramento for partners to review and comment on both the Program and Grants Guidelines. In all, the workshops resulted in attendance of more than 550 people. Copies of the notes reflecting the feedback received at each workshop were provided to the Board Sub-Regional committees for their respective Sub-Regions. A revised second draft of the Guidelines was presented to the Board for comment at the May 2007 meeting.

Staff continued to review a number of issues raised in the public outreach process, and addressed those issues and the Board comments in a public review draft released on May 31, 2007. In order to gain more input on the Guidelines, staff solicited comments through e-mail communication and posting the documents on the Conservancy Web site, and also hosted two web conferences on June 22. Several comment letters and e-mails were received during the 32-day public review period, which closed on July 2, 2007. These comments were considered in the development of the final draft of the Guidelines.

Copies of the final draft of the Guidelines and public comments (under Public Comments tab) are included as part of this agenda item.

Timeline

February 2007

Board reviewed first draft of Program Guidelines and provided direction to staff. A revised draft reflecting Board input was released for public review.

February 27 – April 12, 2007

A series of public meetings was conducted throughout the Region, and staff met with a variety of stakeholders to gather input on draft Guidelines content.

May – July 2007

A revised draft of the Program Guidelines was presented to the Board for review at the May Board Meeting. This draft reflected comments received during the initial public review process.

Following the Board meeting, the Program Guidelines were further revised to reflect Board comments and additional review of public comments. The new draft was then made available for a 32-day public comment period ending July 2, 2007. A final draft of the Guidelines has been prepared based on the input received during the comment period.

July 2007

A final draft of the Conservancy's Program Guidelines is being presented to be considered for adoption by the Board at the July 2007 Board Meeting. The Guidelines will be published as soon as feasible following adoption by the Board.

Previous Board Direction

During the development of the Program Guidelines the Board has provided direction on a number of key policy areas. These are highlighted below, as well as a status report on each issue:

Land management issues

Issue: SNC does not anticipate permanent or long-term ownership of lands (either in fee title or less than fee title) or the management of lands. The SNC will engage in such efforts to the extent they are necessary to achieve program objectives and facilitate long-term solutions with partners in the Region.

Status: This is reflected in the final draft of the Program Guidelines.

Consistency with Strategic Plan

Issue: There are a number of project examples provided in the Guidelines which are not directly referenced in the Strategic Plan. It was our intent to include a wide array of potential projects consistent with, but not necessarily mentioned in, the Strategic Plan. Most potential projects do have a nexus to actions described in the Strategic Plan; however, some would appear to be “new” ideas, albeit consistent with the Strategic Plan.

Status: The final draft contains explicit language addressing consistency with the Strategic Plan and makes clear that project examples are not meant to be all-inclusive.

Sub-Regional Priority Setting

Issue: While the Guidelines call for Sub-regional priority setting, there is no clear direction as to how this will occur. Priorities can be set as part of the project review process or could be established prior to receipt of project proposals. The Board could use a number of approaches to dealing with this issue: a) establishment of Sub-Regional working groups; b) Committees of the Board for each Sub-region; or c) full Board review of projects, taking into account input received through the public outreach efforts.

Status: Staff is recommending that each Sub-Regional representative and one statewide Boardmember serve as an advisory committee to provide guidance on project funding for each Sub-Region.

Consultation and Cooperation with Counties and Cities

Issue: According to statute, the SNC is required to “consult and cooperate with a county or city where a grant is proposed or an interest in real property is proposed to be acquired.” The statute also provides that SNC “as necessary and appropriate, cooperate and consult with a public water system that owns or operates facilities, including lands appurtenant thereto, where a grant is proposed or an interest in land is proposed to be acquired.” There is a need to establish a policy governing how this process will work, including how project information is conveyed to local governments and how input is received and considered.

Status: It is recommended that the following process be utilized:

For all SOG Category 2 grants (less than \$50,000 for projects other than acquisition or site improvement), the SNC will notify the affected county and/or city of the proposed project and request comment within 5 business days of receipt of such

notification. The SNC shall provide such notification at the point at which a project is deemed eligible and is being considered for funding.

For all other grants, the SNC will notify the affected county and/or city and water agency (where appropriate) and request comments within 15 business days following notification. In addition the SNC will attempt to make personal contact with the affected entity to ensure that the local government is aware of the proposed project and provided an opportunity to raise any concerns. The Sub-regional representative will also be notified at this time and may wish to communicate with the affected entity as well. The SNC shall provide notification at the point at which a project is deemed eligible and is being considered for funding.

For projects that provide information indicating support (in the form of a resolution) from the affected city and/or county and if appropriate, water agency, such information will be deemed adequate for meeting the statutory requirement.

Performance Measures and Indices

Issue: The Strategic Plan calls for the development of performance measures and indices of environmental, economic, and social well-being. Staff has initiated discussions with various parties to meet with requirement.

Status: A plan for addressing this issue is addressed in Agenda Item XIV, Economic and Social Indices and Performance Measures.

Recommendation

Staff recommends that the Board adopt the final draft of the Program Guidelines, SNC jurisdictional map. It is also recommended staff be authorized to take the actions necessary to implement the Program Guidelines as adopted, including establishment of the processes described in this staff report for Sub-Regional priority setting and local government notification.

FINAL DRAFT, JULY 26, 2007



SIERRA NEVADA
CONSERVANCY

PROGRAM GUIDELINES

The Sierra Nevada Conservancy initiates, encourages, and supports efforts that improve the environmental, economic, and social well-being of the Sierra Nevada Region, its communities and the citizens of California.

FINAL DRAFT, JULY 26, 2007

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I. PROGRAM STATEMENT

A. Introduction

Pursuant to Public Resources Code Sections 33300 et. seq., the Sierra Nevada Conservancy (SNC) has been created, in part, to promote strategic direction for the environmental, economic, and social well-being of the Sierra Nevada. SNC reflects a broad mission to be accomplished through a variety of activities in collaboration and cooperation with a wide array of partners. The following Program Guidelines support the SNC's mandate and mission.

The SNC Program is intended to integrate seven specific areas defined in Section F of these guidelines. The Program recognizes the interdependence of all areas and the need to ensure the success of each to achieve the overall mission of the Conservancy.

B. Program Guidance

SNC subscribes to a number of key objectives in guiding its program implementation, including:

- Facilitating a wide variety of complementary projects and activities throughout the Region to advance environmental improvement and the economic and social well-being of Sierra Nevada residents;
- Making every effort to ensure that, over time, Conservancy funding and other efforts are spread equitably across each of the various Sub-Regions and among the program areas, with adequate allowance for the variability of costs associated with individual Regions and types of projects;
- Maintaining a strong local presence and active public input and participation;
- Coordinating, cooperating, and consulting with governmental agencies, non-profit organizations, tribal organizations, and other interested parties in integrated project design, implementation, and management;
- Educating Californians of the benefits they receive from the Sierra Nevada and of the general importance of the Region; and
- Keeping accurate and open financial records.

Per statute, the Conservancy shall cooperate with and consult with the city or county where a grant is proposed or an interest in real property is proposed to be acquired; and shall, as necessary or appropriate, coordinate its efforts with other state agencies, non-profit organizations, or other interested parties. The Conservancy shall, as necessary and appropriate, cooperate and consult with a public water system that owns or operates facilities, including lands appurtenant thereto, where a grant is proposed or an interest in land is proposed to be acquired.

For all grants less than \$50,000 for projects other than acquisition or site improvement/restoration, the SNC will notify the affected county, city and or water agency of the proposed project and request comment within five business days of receipt of such notification. The SNC shall provide such notification at the point at which a project is deemed eligible and is being considered for funding.

For all other grants, the SNC will notify the affected county and/or city and public water agency (where appropriate) and request comments within 15 business days following notification. In addition, the SNC will attempt to make personal contact with the affected entity to ensure that the local government is aware of the proposed project and provided an opportunity to raise any concerns. The Sub-Regional representative will also be notified at this time and may wish to communicate with the affected entity as well. The SNC shall provide notification at the point at which a project is deemed eligible and is being considered for funding.

For projects that provide information indicating support (in the form of a resolution) from the affected city and/or county and if appropriate, water agency, such information will be deemed adequate for meeting the statutory requirement.

C. Availability of Funds

Funding for the Conservancy is appropriated through the State budget process on an annual basis. Proposition 84 passed by California voters in 2006 allocates \$54 million to the SNC, although these funds still need to be appropriated in the state budget. The Governor's 2007-08 budget proposes a total of \$21 million for the SNC, including \$17.5 million from the Proposition 84 funds, \$17 million of which are proposed for grants.

The Conservancy will continue to seek funding in future fiscal years to allow continued implementation of the program. Project sponsors are encouraged to contact Conservancy staff for confirmation of funding amounts currently available under the program.

The authorizing statute for the Conservancy specifies seven program areas. Funds will be made available in an equitable and integrated fashion, over time, across program areas and Sub-Regions. The SNC is committed to maximizing funding in

support of projects and activities that meet the goals of the enabling statute and the SNC Strategic Plan, and to minimizing administrative costs.

D. Administration

The Conservancy is governed by a 16-member Board, including 13 voting and three nonvoting liaison members. The Board sets policies for the organization and adopts program and grant guidelines. It determines Sub-Regional and Regional priorities and program emphasis. The Board oversees decisions on grants and loans as well as SNC's support of other efforts that help achieve SNC purposes. The Board may delegate certain decision-making authority to the Executive Officer.

The SNC staff implements programs under the direction of the Board, consistent with SNC policies and procedures. The staff provides assistance to public agencies, and eligible non-profit and tribal organizations using a full array of tools. It monitors the ongoing status and success (benefits) of projects and provides reports to the SNC Board and the public.

E. SNC Sub-Regions Defined

As defined by statute, the SNC has six Sub-Regions. They consist of the following (bold indicates where all of the county is within the SNC boundaries):

- North Sierra consists of the Counties of **Lassen**, and portions of Modoc and Shasta;
- North Central Sierra is comprised of the Counties of **Plumas, Sierra**, and portions of Butte and Tehama;
- Central Sierra consists of the Counties of **El Dorado, Nevada**, and portions of Placer, and Yuba;
- South Central Sierra is comprised of the Counties of Amador, Calaveras, Mariposa, and Tuolumne;
- East Sierra consists of the Counties of **Alpine, Mono**, and portions of Inyo;
- South Sierra is comprised of portions of the Counties of Fresno, Kern, Madera, and Tulare.

Specific jurisdictional boundaries are available on the SNC's Web site at http://www.sierranevada.ca.gov/docs/snc_map_w.pdf and as Attachment A (page 19) of this document. Staff may also be consulted relative to boundary questions.

F. Program Areas Defined

While the SNC has seven statutorily mandated program areas, a primary objective for the organization is the integration and harmonization between and among the program areas. The statute requires the SNC to, over time, equitably distribute funding and resources across program areas and Sub-Regions. The Strategic Plan emphasizes the importance of understanding the interrelationship between the various program areas.

Given this focus, projects and activities that address numerous program areas in an integrated manner will be given priority. The SNC will work with a wide array of stakeholders to identify opportunities for collaboration and cooperation to achieve multiple benefits. It is recognized that projects that address a single program area may be beneficial and may be supported in certain instances.

The program areas are as follows:

- *Provide Increased Opportunities for Tourism and Recreation*

The program area for Tourism and Recreation may involve related opportunities and experiences for residents and visitors, both traditional and non-traditional (so-called “place-based or heritage tourism”) forms. It may address existing activities, including shoulder (periods adjacent to peak seasons) and off-season, or developing new opportunities. Illustrative examples may include assistance in:

- Development and promotion of tourism related to agriculture;
- Development and promotion of tourism related to history and culture;
- Development and promotion of tribal tourism;
- Development and promotion of ecotourism;
- Development and promotion of tourism related to the arts;
- Identification, enhancement and promotion of scenic byways;
- Identification of opportunities for, and promotion of, shoulder and off-season activities;
- Development and enhancement of visitor centers and interpretative opportunities;
- Including information and educational efforts aimed at reducing the adverse impacts of recreational activities on the community and environment;
- Creation of web-based information on opportunities for tourism and recreation throughout the Region;
- Development and distribution of materials, signage, and other promotional tools.

The program area also applies to support for related infrastructure. Possible examples are:

- Increased public access, including ADA compliance assistance;

- Assistance with trails, including “rails to trails” projects;
 - Conversion of older infrastructure for recreational opportunities;
 - Development of new recreational facilities/opportunities;
 - Improvements to existing recreational facilities/opportunities.
- *Protect, Conserve and Restore the Region’s Physical, Cultural, Archaeological, Historical and Living Resources*

This program area deals with protecting, conserving, and restoring a broad array of resources. It is recognized that many other program areas also address these important resources. Some examples may include assistance in:

- Improving watershed health;
- Protecting and enhancing wildlife habitat;
- Improving forest health;
- Protecting and enhancing open space;
- Conducting environmental and natural resource education;
- Preservation of cultural resources, historical buildings and settings, and Sierra Nevada heritage;
- Preservation of Native American archaeological and cultural resources;
- Support of projects reducing the impacts of climate change on watersheds and natural resources.

The SNC has a variety of tools that can be used to achieve the desired outcomes in this area. The SNC may provide this assistance through grants or direct provision of services. Examples may include but are not limited to:

- Support for less than fee title acquisition of critical lands;
 - Support for fee title acquisition of critical lands (by entities other than the SNC);
 - Facilitation of land or resource swap opportunities with state and federal agencies and private landowners;
 - Provision of technical assistance and scientific research/data;
 - Support for environmental, cultural, and archaeological education;
 - Provision of technical assistance for grant writing;
 - Creation of grant research libraries.
- *Aid in the Preservation of Working Landscapes*

The program area for working landscapes involves those lands producing goods and commodities from the natural environment (most commonly farms, ranches, and forests). These lands are an important part of the local economy, culture, and social fabric, and can provide substantial ecosystem services and environmental benefits. Examples of projects may include:

- Conservation easements or other mechanisms to help landowners maintain the economic viability of their working landscape-dependent businesses and provide environmental benefits;
- Efforts to preserve communities and events built around working landscapes such as rodeos, fairs, and festivals;
- Support research and development of infrastructure to process and sell local products from working landscapes;
- Efforts to improve natural water storage and recharge capacities;
- Support for incentive-based programs to achieve natural resource protection, including development and implementation of sustainable best management practices;
- Assistance in developing compatible activities such as “agri-tourism” and “eco-tourism”;
- Support of efforts to reduce the impacts of climate change (such as carbon sequestration, management practices, etc);
- Support of monitoring activities and provision of technical assistance and data not otherwise legally required by permits or regulatory entities;
- Educational efforts relative to the contributions of working landscapes;
- Support for efforts to utilize biomass.

Projects in this program area must also balance interests of communities, resource development, and other opportunities. Some examples may include:

- Retaining community/historic character;
- Preserving rural communities;
- Research into and promotion of sustainable forestry or range management;
- Creation of resource-oriented activities and jobs;
- Creating opportunities for working landscape tourism;
- Providing neutral forums for policy discussion.

- *Reduce the Risk of Natural Disasters, such as Wildfire*

This program area is related to natural disaster risk such as from wildfire, floods, landslides, avalanches, and volcanic events. Climate change is an additional concern. Hence, projects in this program area deal with these kinds of risks. Some examples include:

- Identification and planning to reduce risk of disasters;
- Providing data relative to natural disasters risk and tools to use such information;
- Fuels reduction and related fire safe activities;
- Coordination and facilitation of work with federal partners to increase fuels reduction activities;
- Procurement of equipment necessary to reduce risk of disaster;
- Reduction of wildland urban interface (WUI) conflicts and exposure to risk, including efforts to reduce the length of the WUI;

- Assistance in other projects that reduce natural disaster risk;
- Monitoring effectiveness of risk reduction efforts;
- Educational efforts relating to risk reduction.

The program may also assist in land use planning efforts of local governments or organizations. Illustrative projects may include such things as:

- Provision of information and technical assistance in General Plan analysis and amendments and other local planning efforts;
- Assistance to local organizations dealing with issues of natural disaster risk;
- Development of community plans for reduction of fire risk, flood risk, and other natural disasters.

- *Protect and Improve Water and Air Quality*

The program area relates to water and air quality within SNC boundaries or interest.

In the case of water, concerns relate to historic and ongoing land use changes, the impact of catastrophic fire and climate change, and the effects of development on the demand for quality water and the ability to treat wastewater. SNC activities will be consistent with, but in no way supplant, regulatory efforts or requirements. Some examples of potential projects in the water quality program area may include:

- Water quality monitoring efforts;
- Water conservation efforts and programs;
- Integrated projects to enhance natural water storage capacity;
- Projects to enhance resiliency of natural water storage resources;
- Wetland and meadow restoration;
- Erosion control projects;
- Integrated watershed management planning efforts;
- Watershed restoration and enhancement resulting in improved water quality;
- Incentive-based programs to achieve improved water quality;
- Infrastructure needs for wastewater systems.

In the case of air, interests relate to addressing factors that reduce air quality and reconciling land management activities with air quality standards. It is recognized that there are factors outside the SNC Region that adversely contribute to the area's air quality. Illustrative projects may include:

- Air quality monitoring;
- Support for incentive-based programs to achieve improved air quality;
- Support of activities to reduce air emissions in the Region (including land management and transportation);
- Efforts that reduce the adverse impacts of climate change to the Region, including carbon sequestration as a part of climate change mitigation.

- *Assist the Regional Economy through the Operation of the Conservancy's Program*

The economy of the Sierra Nevada has its roots in the natural environment via tourism, recreation, resource extraction, and the production of agricultural products. Increasingly, the Regional economy includes more diverse economic activities that come from different goods and services. In general, actions and projects deal with maintaining and improving the economy of the Region. Some examples may include:

- Purchasing and contracting for goods and services from within the Region whenever possible and feasible;
- Needs assessment, planning, and other aspects of sustainable economic development;
- Investing in advanced information technology, communications, and other infrastructure that facilitates sustainable economic activity;
- Identifying economic impacts (positive and negative) of the SNC's actions.

The program area involves creation of activities and infrastructure that support the workforce and local communities. Illustrative examples may include providing assistance for:

- Job fairs and job training;
- Sustainable business development;
- Contributing to promotion of Sierra-based economies by using goods and services of the Region.

- *Undertake Efforts to Enhance Public Use and Enjoyment of Lands Owned by the Public*

The program area deals with public lands and relates to the fact that approximately two-thirds of the Sierra Nevada Region is owned by the public and managed by public agencies. This program area supports projects to increase access to and enjoyment of public lands, and to enhance opportunities for restoration and improvement projects. Illustrative examples of projects might include:

- Development of additional points of access to public lands;
- Improvement and enhancement of existing access and recreational facilities;
- Improvement of management practices on voluntary easements over private lands to access public lands;
- Correction or reduction of adverse impacts of public access;
- Needs assessments and planning for restoration and improvement projects;
- Protection of public viewsheds;
- Assisting with land management issues that affect public enjoyment;
- Support of educational efforts that contribute to public use and enjoyment.

Projects may also reflect the need to work cooperatively with land management agencies and others to address a variety of issues, including the need for management or reduction of user conflicts. Some examples of projects are:

- Support for forums to discuss public land management issues and for public involvement;
- Support of planning and assessment efforts affecting public use and enjoyment of public lands;
- Support for community efforts to identify specific opportunities for sustainable public use and enjoyment of public lands;
- Support for efforts to promote enhanced management of public lands through management agreements and special use permits.

G. Consistency with Strategic Plan

The SNC is charged with a broad mission to be accomplished by a variety of activities in collaboration and cooperation with various partners. Consistent with statute, the SNC has adopted a Strategic Plan that is intended to guide its operations over the next five years. The Strategic Plan underscores the integrated interrelationship between the various program areas. The SNC emphasizes that activities that address multiple program areas in an integrated manner will be given priority. To this end, unless indicated otherwise by the SNC Board, programs and projects should reflect the goals and actions identified in the SNC Strategic Plan. The Strategic Plan is meant to provide direction on the implementation of SNC programs and should not be viewed as providing detailed information relative to specific projects and activities that may be initiated or supported. Therefore, there are specific activities identified as potential projects in Section F of these Guidelines that may not be referenced directly in the SNC Strategic Plan, but that are consistent with the mission and goals of the SNC.

H. Flexible Approach to Assessment of Opportunities

SNC seeks to foster opportunities that are creative and flexible, take advantage of other available funds, promote multiple benefits or a single benefit of substantial public interest, and produce results that are clear and measurable. It is desirable that, to the extent feasible, programs and projects achieve maximum benefits for the funds expended and in the shortest necessary amount of time. SNC may consider projects that border on SNC boundaries if they also involve lands or significantly affect lands within the SNC Region and would have substantial Sub-Regional or Regional benefit.

Concurrent with the development of program guidelines, the SNC is developing a set of performance measures and indices of environmental, economic and social well being for the Sierra Nevada Region. Performance measures will be used to determine the extent to which the SNC is implementing its program as described in

the Strategic Plan and these guidelines. The indices will be used to evaluate the effect that the SNC's efforts are having on the overall well-being of the Region.

I. Available Tools, Methods and Resources

SNC has a wide variety of available tools, methods, and resources to accomplish its program goals. These tools include, but are not limited to, the following:

- Issuance of grants
 - Competitive Grants: These grants are awarded on a set cycle with a financial review and evaluation process. Specific guidelines will be developed defining the types of activities that are eligible for project funding.
 - Strategic Opportunity Grants: These are grants that may be funded through a number of possible sources to help recipients respond to time sensitive opportunities for initial project planning and development, environmental review, appraisal services, or project implementation. They may also be used to build capacity and develop grant administration skills for small organizations throughout the Region.
- Provision of loans. Specific guidelines for the provision of loans will be developed when funding sources for loan making become available.
- Funding or facilitating collaborative planning efforts, which involve interested entities and groups within the Region.
- Serving as a neutral convener for parties wishing to make progress in discussing controversial issues.
- Provision of technical assistance to eligible entities to support program and project development and implementation.
- Conducting research in connection with the development and implementation of the SNC program.
- Conducting monitoring in connection with the development and implementation of the SNC program.
- Support of educational efforts consistent with the SNC mission.

J. Acquisitions

The Conservancy may acquire, or assist eligible partners to acquire, from willing sellers or transferors, an interest in any real property. However, the Conservancy shall not acquire any real property in fee simple and shall not exercise the power of eminent domain.

The Conservancy may make grants or loans to public agencies and eligible nonprofit and tribal organizations to acquire an interest in real property, including a fee interest in that property. Grants for acquisition of real property may include funds to pay down or retire real property debt previously incurred by an eligible applicant in connection with the applicant's acquisition of a real property interest that satisfies grant requirements. Grant or loan funds shall be disbursed to a recipient entity only after the entity has entered into an agreement with the Conservancy, on the terms and conditions specified by the Conservancy. After approving a grant, the Conservancy may assist the grantee in carrying out the purposes of the grant.

An entity applying for a grant from the Conservancy to acquire an interest in real property shall specify all of the following in the grant application:

- (1) The intended use of the property.
- (2) The manner in which the land will be managed.
- (3) How the cost of ongoing management will be funded.

In the case of a grant of funds to acquire an interest in real property, including, but not limited to, a fee interest, the agreement between the Conservancy and the recipient shall require all of the following:

- (a) The purchase price of an interest in real property acquired by the nonprofit organization shall not exceed fair market value as established by an appraisal approved by a State appraiser.
- (b) The terms under which the interest in real property is acquired shall be subject to Conservancy staff review and approval prior to submittal of a grant application to the Board for authorization. This includes a legal review to ensure that the proposed terms do not include any deed restrictions or covenants that are not consistent with the purpose of the intended acquisition, and also that the overall goals and mission of the Conservancy and the State are being adequately addressed by the proposed transaction.
- (c) An interest in real property to be acquired under the grant shall not be used as security for a debt unless the Conservancy approves the transaction.
- (d) The transfer of an interest in the real property shall be subject to approval of the Conservancy, and a new agreement sufficient to protect the public interest shall be entered into between the Conservancy and the transferee.

K. Receipt of Gifts

The Conservancy may receive gifts, donations, grants, rents, royalties, and other assistance and funds from public and private sources.

Except as specified in statute, the Conservancy may also receive an interest in real or personal property through transfer, succession, or other mode of acquisition generally recognized by law.

Subject to stipulations or other legal considerations, the Conservancy will use gifts in a manner consistent with accomplishing the goals of the Strategic Plan.

L. Land Management

The SNC does not anticipate permanent or long-term ownership of lands (either in fee title or less than fee title), or the management of lands. The SNC will engage in such efforts to the extent that they are necessary to achieve program objectives and facilitate long-term solutions with partners in the Region.

M. Reversion

A deed or instrument by which the grantee acquires an interest in real property under the grant shall include a power of termination on the part of the state. The deed or instrument shall provide that the state may exercise the power of termination by notice in the event of the nonprofit organization's violation of the purpose of the grant through breach of a material term or condition thereof, and that, upon recordation of the notice, full title to the interest in real property identified in the notice shall immediately vest in the state, or in another public agency or a nonprofit organization designated by the Conservancy to which the state conveys or has conveyed its interest.

II. PROJECT INITIATION

It is desirable for potential requesters of project support to contact the Conservancy staff to discuss their proposed projects and to submit preliminary project proposals for review. This preliminary submittal process is intended to assist in the identification and design of qualifying proposals.

Conservancy staff are available to assist applicants in developing proposals which will meet program objectives, guidelines, and criteria. Staff may be contacted by phone or in person at the following locations:

Sierra Nevada Conservancy

Headquarters: for projects serving the entire Sierra Nevada Region
11521 Blocker Drive, Suite 205
Auburn, CA 95603 530-823-4670

Mt. Lassen Area Office: for projects serving the North, North Central, and Central Sub-Regions
2950 Riverside Drive
Susanville, CA 96130 (Phone # TBD)

Mt. Whitney Area Office: for projects serving the South Central and South Sub-Regions
5039 Fairgrounds Road
Mariposa, California 95338 (Phone # TBD)

Mt. Whitney Area Eastern Office: for projects serving the East Sub-Region
351 Pacu Lane, Suite 300
Bishop, CA 93514 (Phone # TBD)

A. Eligible Applicants

The Conservancy may make grants or loans to public agencies, nonprofit organizations, and tribal organizations as defined below:

“Public agency” - means a city, county, district, or joint powers authority State Agency or Federal Agency.

“Nonprofit organization” - means a private, nonprofit organization that qualifies for exempt status under Section 501(c)(3) of Title 26 of the United States Code, and that has among its principal charitable purposes preservation of land for scientific, educational, recreational, scenic, or open-space opportunities; or protection of the natural environment, preservation or enhancement of wildlife; or preservation of cultural and historical resources; or efforts to provide for the enjoyment of public lands.

“Tribal organization” - means an Indian tribe, band, nation, or other organized group or community, or a tribal agency authorized by a tribe which is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians, and is identified on pages 52829 to 52835, inclusive, of Number 250 of Volume 53 (December 29, 1988) of the Federal Register, as that list may be updated or amended from time to time.

B. Application Process

Competitive Grants for project implementation are awarded by the Conservancy on an annual basis. Specific guidelines will be developed for each grant program that will identify the process, timeline, and eligibility.

Applications for Strategic Opportunity Grants may be accepted at any time during the year. Following review by staff, grants may be authorized by the Board at any noticed Board Meeting (or by the Executive Officer for grants under \$50,000 as delegated by the Board).

Specific Grant Guidelines and Application Instructions for Competitive and Strategic Opportunity Grants will be available to review and download from the Conservancy's Web site at www.sierranevada.ca.gov.

III. PROJECT EVALUATION

A. Project Submission

Upon receipt of preliminary submittals, staff will initially assess consistency with eligibility criteria and objectives of the program. In cases where the staff finds that a project proposal is either incomplete or does not meet eligibility criteria, staff will work with the project applicant to complete or modify it for further consideration. Staff will next begin to consult with the project applicants, SNC Sub-Regional representatives, state and local agencies, interested non-profits, and other organizations with expertise or interest in the program area in order to gain input and help refine the proposals. This may include the identification of other funding sources for consideration by project applicants.

Project submittals will be reviewed by staff for completeness and consistency with Agency and program requirements. Eligible submittals will be evaluated based on criteria reviewing each grant program. Grant award authorization will be made by the Board at a publicly noticed meeting. Projects approved under the Executive Officer's delegated authority will be presented to the Board at the first regularly scheduled meeting following approval.

B. SNC Sub-Regional Priorities

The statute governing the SNC charges the organization with identifying Sub-Regional priorities. The SNC relies heavily on public input and the input of other governmental agencies and non-governmental organizations to determine priorities consistent with the requirement of "equitable distribution". In addition to this input, Sub-Regional priorities shall be established in coordination with an advisory committee formed to provide guidance on project funding for each Sub-Region. Each advisory committee will be composed of the appropriate Sub-Regional representative and one statewide Board member.

C. SNC Regional Priorities

As part of its ongoing process, the SNC will also identify Regional priorities, considering Sub-Regional priorities and other Region-wide information. The Board will determine the appropriate manner to address priorities.

D. Project Evaluation Criteria

Criteria for projects are based on program requirements; institutional capabilities; integration of program goals; funding needs throughout the Region; and federal, state, and local plans, including, but not limited to: general plans, recreation plans, community wildfire protection plans, urban water management plans, and groundwater management plans.

Projects or portions of projects undertaken must comply with all applicable laws, including the California Environmental Quality Act and the National Environmental Policy Act (where appropriate), and SNC guidelines.

The following criteria will be utilized to evaluate and prioritize projects either directly undertaken or funded through grants, loans, or other actions by the Conservancy (not listed in order of importance).

- Significant contribution to meeting multiple program goals in the SNC Strategic Plan - The project directly addresses multiple program action items in the SNC Strategic Plan. In most cases, preference will be given to projects that directly meet Sub-Regional needs and priorities.
- Significant contribution to meeting a single program goal - In some instances it may not be possible to achieve multiple objectives, however, there is substantial benefit and the project represents a significant contribution to meeting SNC's goal in that program area.
- Federal, state, and local plans – Consideration of the affect the project may have upon various plans, including general plans, recreation plans, urban water management plans, and groundwater management plans. Consideration will also be given to the potential impact these plans may have on the long term sustainability of the project.
- Consideration of what is occurring on surrounding lands –Consider the sustainability of the project in the context of the surrounding land uses including the potential impacts to surrounding lands and the potential impact that future activities on surrounding lands may have on the project area.
- Cooperation and community support - The project has been formulated and developed in conjunction with other agencies and organizations that have an interest in the outcome of the project. The applicant demonstrates support of the project by other public agencies, landowners, non-profit organizations, tribal organizations, or other parties necessary for the successful implementation and long-term viability of the project. Community support and consensus are also key factors. Projects that require confidentiality will not be penalized.
- Leveraging of funds – The degree to which the project includes other funding partners to allow for maximim benefit accruing from expenditure of SNC funds.
- Adequacy of design – If the project calls for construction of infrastructure, facilities and related items, the project should have an appropriate design. The project design should be appropriate to the type and level of use anticipated, and include measures, if necessary, to protect natural resources. Preference will be given to projects which provide facilities for a wide range of users, including the disabled.

- Cost-effectiveness - The project provides significant public benefit at the lowest necessary cost. Preference will be given to projects which can be made more cost-effective through the use of resources of other agencies or organizations, and/or inclusion of matching funds or in-lieu contributions by the applicants.
- Implementability - The project can be implemented in a timely manner. If a project depends on other funding sources, the portion of the project to be funded by the Conservancy must be able to be implemented by itself in a manner consistent with the objectives of the SNC program area.
- Sustainability - If applicable, the project involves an activity that can be repeated over a long period of time without causing damage to the environment and community.
- Management and maintenance – The recipient of a grant or loan provided by the Conservancy for the acquisition of real property shall provide for the management of the real property to be acquired as specified in the grant agreement. Management or maintenance plans for projects, programs, or other forms of Conservancy assistance will be developed with recipients and included in formal agreements.
- Model - The project is useful as a model project in the program area or in other Sub-Regions. Projects incorporating effective and innovative approaches or partnerships will be encouraged.

IV. PROJECT IMPLEMENTATION

- Monitoring – SNC staff may visit project sites, consistent with agreements, (for projects based on the ground) during implementation to monitor progress and offer assistance if necessary.
- Documentation – SNC staff and project partners will document project implementation as specified in grant contract documents. Project photographs will be taken during implementation and archived with project files, and may be used for additional SNC purposes.
- Performance Standards – Performance standards will be identified in project plan documents and specifications and will be consistent with goals identified in the SNC strategic plan. Standards will be developed based on best available knowledge and updated as necessary. Analysis of standards will help identify indices to measure effectiveness of SNC program implementation.

Attachment A - Jurisdictional Map

The Sierra Nevada Conservancy

The Sierra Nevada Conservancy initiates, encourages, and supports efforts that improve the environmental, economic and social well-being of the Sierra Nevada Region, its communities and the citizens of California.

The Sierra Nevada Conservancy is a state agency within the Resources Agency created by bipartisan legislation, co-authored by Assembly members John Laird and Tim Lentin, and signed into law by Governor Arnold Schwarzenegger in September 2004. It was created with the understanding that the environmental, economic and social well-being of the Sierra Nevada and its communities are closely linked and that the region would benefit from an organization providing a strategic direction. The Conservancy's broad mission will be accomplished through a variety of activities in collaboration and cooperation with many partners.



Background

At the February 2007 meeting, the Board approved draft Proposition 84 Grants Guidelines to serve as the basis for public discussion and comment. The Board also approved a plan to consider input on both the Program Guidelines and the Proposition 84 Grants Guidelines on a parallel track.

An instrumental role of the Conservancy will be the region-wide administration of grant funds, which requires the creation of specific Grants Guidelines. Draft Grants Guidelines for the administration of Conservancy funds available from Proposition 84 have been developed to instruct applicants on all necessary requirements and procedures for requesting grants. The Proposition 84 Grants Guidelines reflect the contents of the Program Guidelines, as well as addressing specific requirements of Proposition 84.

It is important to point out that at the time this staff report was prepared, appropriation of Proposition 84 funds had not occurred. Of course, no awarding of funds can take place until such appropriation has occurred. In the unlikely event that requirements or restrictions are included in the appropriation language or related acts, it may be necessary to modify the guidelines and seek approval from the Board.

Process

The first draft of the Grants Guidelines reflected substantial public input received through previous workshops and ongoing interaction with a variety of partners. At the February 2007 meeting, the Board provided staff additional direction as to various items contained in the Grants Guidelines. The draft Grants Guidelines were publicly released on February 14, 2007. On March 1, 2007, the first of 19 public workshops in the region occurred in Chico, with the final workshop being held on April 12, 2007, in Burney. The SNC also sponsored meetings in San Francisco and Sacramento for partners to review and comment on the Program and Grants Guidelines. In all, the workshops resulted in attendance of more than 550 people. Copies of notes reflecting the feedback received at each workshop were provided to the Board sub-regional committees for their respective sub-regions. A revised second draft of the Grants Guidelines was presented to the Board for comment at the May 2007 meeting, at which time the Board provided additional direction.

Staff continued to review a number of issues raised in the public outreach process, and addressed those issues and the Board comments in a public review draft released on May 31, 2007. Concurrent with the preparation of the public review draft, staff prepared a draft Grants Application Packet, and made that available for public review on May 31 as well. The Grants Application Packet is a companion piece designed to pull together in one place all the pertinent parts of the Grants Guidelines document, as well as all forms and other information necessary for successful application to the Conservancy's Proposition 84 Grants Program.

In order to gain more input on the Grants Guidelines and Application Packet, staff solicited comments through e-mail notice and posting the document on the Conservancy web site, and also hosted two web conferences on June 22. Several comment letters and e-mails were received during the 32-day public review period, which closed on July 2, 2007. These comments were all considered in the development of the final draft of the Grants Guidelines and accompanying Application Packet.

Copies of the public review draft and the final draft of the Grants Guidelines and Application Packet are included as part of this agenda item.

Previous Board Direction

The Board has provided direction on a number of key policy areas during the development of the Grants Guidelines, highlighted below.

- A distribution formula for grants that considers the equitable distribution requirement as follows:
 - Approximately \$9 million will be allocated in a competitive grant process across the Region.
 - Approximately \$1 million in Strategic Opportunity Grants (SOGs) will be allocated to eligible applicants throughout each Sub-region to address needs in that Sub-Region (a total of \$6 million).
 - Approximately \$2 million in SOGs will be awarded for projects that have Region-wide significance.

Status: The distribution formula is in the final draft guidelines before the Board.

- Grant amount limits for each category were established as follows:
 - No limits are to be established for SOGs, allowing for maximum flexibility to meet needs within the Region.
 - Grant limits for Competitive Grants are to be established at \$50,000 to \$1,000,000.

Status: These parameters were reflected in the public review draft, however they have been modified in the final draft (see discussion under Recommended Changes below).

- Board delegation of authority to Executive Officer as follows:
 - The Executive Officer is authorized to award Category 2 SOGs in instances where time constraints or other extenuating circumstances do not allow for Board action. In such instances the EO will report to the Board on such grants at the next scheduled Board meeting.

Status: The final draft of the Grants Guidelines includes this provision.

- Long Term Management

The requirement for a Long-Term Management Plan was generally accepted as necessary by members of the public; however questions were raised relative to the availability of funding to assist in funding long-term maintenance, the appropriate length of plans and appropriate measures of performance.

Status: Based on Board direction, the Final Draft includes timeframes for management of site Improvement projects of a minimum of 10 years, with the flexibility to require longer timeframes based on the nature of the project. Long-Term Management Plans for property or easement acquisitions shall be in perpetuity.

- Use of SOGs for Acquisition and Site Improvement Projects

It was pointed out that Acquisition and Site Improvement projects of less than \$50,000 were not fundable under either the Competitive or SOG programs. While it is unlikely that there will be a large number of acquisition projects under \$50,000, there may be numerous opportunities for site improvement projects at this level.

Status: The Final Draft allows for SOGs for acquisition and site improvement projects of less than \$100,000. Board approval is required for such projects, and information requirements are consistent with Competitive Grant projects.

- Assistance in Completion of Environmental Review and Documentation

Significant input was received relative to the need for assistance in the completion of the environmental review and documentation process.

Status: The Final Draft allows for the use of SOG funds to assist with environmental assessment work, consistent with the Proposition 84 limitation that no more than 10 percent of program funds be spent on planning-related activities. Funding in the Competitive Grant process can not be used for such purposes. The SNC will generally serve as a responsible agency for purposes of CEQA compliance for Proposition 84 SNC grants. However, in extenuating circumstances, the SNC may serve as a lead agency.

Changes Incorporated into Final Draft

Issue: Funding Levels for Competitive and Strategic Opportunity Grants

This issue has continued to be a point of discussion. The effort required and the process used in the Competitive Grant area may make the lower limit of \$50,000 too low. At the same time, it appears as if the upper limit of \$50,000 for SOGs may in fact eliminate a number of projects for which this grant process would be appropriate (fire safe projects, smaller acquisition projects, etc.).

Recommendation: Given staff's understanding of the level of funding needed for various projects, and in keeping with the goal to remain as flexible as possible in meeting local needs, the following changes are recommended:

Maximum Amount for SOG Category I

It is recommended that the maximum amount for SOG Category I grants be raised from \$50,000 to \$100,000. This change would allow additional projects to be funded under the SOG grants, while providing for larger acquisition and site improvement projects to be funded under the more formal competitive grant process.

Minimum Amount for Competitive Grants

It is recommended that the minimum amount for Competitive Grants be raised from \$50,000 to \$100,000. This change provides for an appropriate level of funding given the administrative effort required of both applicants and the SNC.

Issue: Awarding of Grants to Pay Off Loans Secured to Complete Projects

The question has been raised as to the ability and interest of using SNC grant funds to pay off loans that are secured as part of an acquisition project. Often, the opportunity to complete a transaction carries with it strict timeframes. In those instances, organizations are faced with the choice of securing funds through a loan or allowing the opportunity to pass. In such cases, the "project" would be the repayment of the loan. The Guidelines have previously been silent on this issue.

Recommendation: It is recommended that repayment of loans for projects that meet project eligibility be explicitly allowed under the Guidelines.

Issue: Grants to Support One-time Staffing Needs

Many organizations have expressed interest in securing grants to pay for ongoing staffing needs, an important element in building capacity. Clearly many small organizations have such needs and funding for such activities is limited. At that same time, questioning the use of bond funds for such purpose is appropriate.

Recommendation: Given the need to build capacity in the Region, it is recommended that projects that consist of providing funding for staff be eligible for SOG category II grants, provided that the staff activity results in tangible outcomes consistent with Proposition 84 and that the funding is one-time in nature. This will provide the SNC with the opportunity to provide “seed money” to organizations or assist in meeting short term needs.

Issue: In discussing funding opportunities throughout the region, SNC staff has identified an interest in packaging a number of like projects into one grant application to be administered by a single entity. Each individual project, in addition to being similar in nature, would need to meet guideline requirements. Such an approach would minimize administrative effort for both the SNC and the applicant. This could include a wide variety of activities including, but not limited to, fire safe projects, habitat protection/enhancement efforts, mapping or other information technology projects, invasive species eradication or educational efforts.

Recommendation: It is recommended that such “block grants” be eligible, provided that all individual projects meet guideline requirements and are within grant funding limits. The SNC will reserve the right to fund a portion of the package.

Issue: The question has been raised as to whether grant funds could be used for acquisition of water rights from a willing seller. In some cases, real property acquisition projects can include water rights and in other cases the acquisition of water rights may be a “stand alone” project. The SNC’s governing statute provides that: “Nothing in this division grants to the conservancy... Any powers over water rights held by others”, however does not directly address the question of acquisition. Proposition 84 is likewise silent on this issue.

Recommendation: It is recommended that projects that include acquisition of water rights from willing sellers be eligible

Schedule for Implementation of Grants Program

With the approval of the Grants Guidelines at July 2007 meeting, staff anticipates the following timeline for administration of the Proposition 84 Grants Program during Fiscal Year 2007-08:

Category 2 and 3 SOGs:

Solicitation of Proposals: Initial consultation may begin immediately, it is anticipated that project applications could be received as early as August 6, 2007.

Earliest Authorization of Grants: Awards could be made by Executive Officer (category 2) at any time after August 6, 2007; first Board action could occur at the December 2007 Board meeting.

Category 1 SOGs:

Solicitation of Proposals: September 2007

Earliest Authorization of Grants: December 2007 Board meeting

Competitive Grants:

Solicitation of Proposals: September 2007

Earliest Authorization of Grants: March 2008 Board meeting

The SNC will hold a series of workshops in August of 2007 for the purposes of discussing the application and review process to be used for acquisition and site improvement projects (category 1 SOGs and Competitive Grants).

Staff Recommendation

Staff recommends that the Board approve the final draft of the Proposition 84 Grants Guidelines. Staff is further directed to take the actions necessary to implement the Grants Guidelines as adopted, including making necessary non-substantive modifications.

FINAL DRAFT, JULY 26, 2007



**SIERRA NEVADA
CONSERVANCY**

**SIERRA NEVADA CONSERVANCY PROPOSITION 84 GRANTS
PROGRAM**

FUNDED BY

**Safe Drinking Water, Water Quality and Supply, Flood Control, River
and Coastal Protection Bond Act of 2006**

PROPOSITION 84

GRANTS GUIDELINES

The Sierra Nevada Conservancy initiates, encourages, and supports efforts that improve the environmental, economic and social well-being of the Sierra Nevada Region, its communities and the citizens of California.

FINAL DRAFT, JULY 26, 2007

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I. Introduction

California voters passed Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coast Protection Bond Act of 2006 (the Act) on November 7, 2006. Proposition 84 added Section 75050 to the Public Resources Code (PRC), authorizing the Legislature to appropriate funds for the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources. Section 75050 (j) allocates \$54 million of these funds for the Sierra Nevada Conservancy (SNC).

The Laird-Leslie Sierra Nevada Conservancy Act, commencing with PRC Section 33300, established the SNC, and Sections 33343 and 33346 established the authority for the SNC to administer grant funds.

The SNC has adopted a Strategic Plan and Program Guidelines in accordance with the statute, which provides direction for the SNC and the basis for these Grants Guidelines.

These Guidelines establish the process used by the SNC to solicit applications, evaluate proposals, and authorize grants under the SNC Grants Program from Proposition 84. A Glossary of Terms is provided at the back of this document.

Grant funds will be allocated through two primary approaches, Competitive Grants and Strategic Opportunity Grants (SOGs). These guidelines provide procedures for both types of grants.

It is anticipated that approximately \$17 million from Proposition 84 will be allocated annually for three years beginning in 2007-08, subject to legislative approval. For Fiscal Year 2007-08, the funds will be allocated as follows:

- Approximately \$9 million will be allocated through Competitive Grants across the SNC region to meet the purposes of the SNC.
- Approximately \$6 million will be allocated as SOGs to eligible applicants to address needs across the six Sub-Regions (\$1 million will be allocated for each Sub-Region).
- Approximately \$2 million in SOGs will be authorized for projects that have Regional significance. The SNC Board will review this formula and determine the appropriate allocation for future year funding.

A Grants Application Packet accompanies these Grants Guidelines, and includes information and forms needed for grant application. Sample grants contracts for each of the Proposition 84 project types are included in a separate document (known as **Sample Grants Contracts**) for applicants who want more information about the administrative requirements once a grant is authorized.

A. Grant Program Requirements

The Program will provide funding for the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources within the boundaries of the SNC as defined by PRC Section 33302 (f) – see Appendix A for definition.

B. Eligible Applicants

Grant funds may be authorized for public agencies, nonprofit 501(c)(3) organizations, and tribal organizations.

C. Program Areas

In addition to Proposition 84 Bond requirements, projects must address one or more of the program areas of the SNC listed below:

- Provide increased opportunities for tourism and recreation.
- Protect, conserve, and restore the Region's physical, cultural, archaeological, historical, and living resources.
- Aid in the preservation of working landscapes.
- Reduce the risk of natural disasters, such as wildfires.
- Protect and improve water and air quality.
- Assist the Regional economy through the operation of the SNC's program.
- Undertake efforts to enhance public use and enjoyment of lands owned by the public.

D. Eligible Projects

Funds will be authorized for the planning or implementation of projects that are consistent with the provisions of these guidelines. The SNC Program Guidelines contain examples of potential projects that may be helpful in creating proposals, recognizing that these examples are not meant to reflect a comprehensive list.

In addition to being consistent with the SNC's Program Guidelines, projects must contribute to the protection or restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources. Projects may include, but are not limited to:

- Prevention or amelioration of current or anticipated adverse impacts to natural resources.
- Preservation and/or enhancement of agricultural, forest, rangeland, or other working landscapes.
- Reduction or prevention of soil erosion;
- Reduction of fuel hazards;
- Control and elimination of invasive species;
- Elimination, conversion, relocation and/or rehabilitation of roads and trails;

- Improvement of physical structures or facilities;
- Improvement of natural recharge/storage of water;
- Protection and enhancement of fish and wildlife habitat;
- Educational or interpretive activities;
- Community capacity-building through protection of resources; and
- Research.

Proposition 84 also stipulates that no more than 10 percent of grant program funds can be spent on planning-related activities. In addition, only SOGs may be used for planning-related activities; Competitive Grants may not be used for such purposes.

E. Eligible Costs

A description of eligible costs is provided in the appendices to the Sample Grants Contracts. Administrative costs, as defined in the Sample Grants Contracts, shall not exceed 15 percent for all types of projects. Eligible administrative costs must be directly related to the project.

F. Anticipated Project Completion Time Limits

The SNC anticipates that grantees will have a maximum of three years to complete work on an approved project, dating from the time that a grant is authorized. However, this limit is subject to final control language in the State's budget, and will therefore not be determined for a given fiscal year (July 1 – June 30) until the approval of the budget for that year.

II. Issuance of Grants

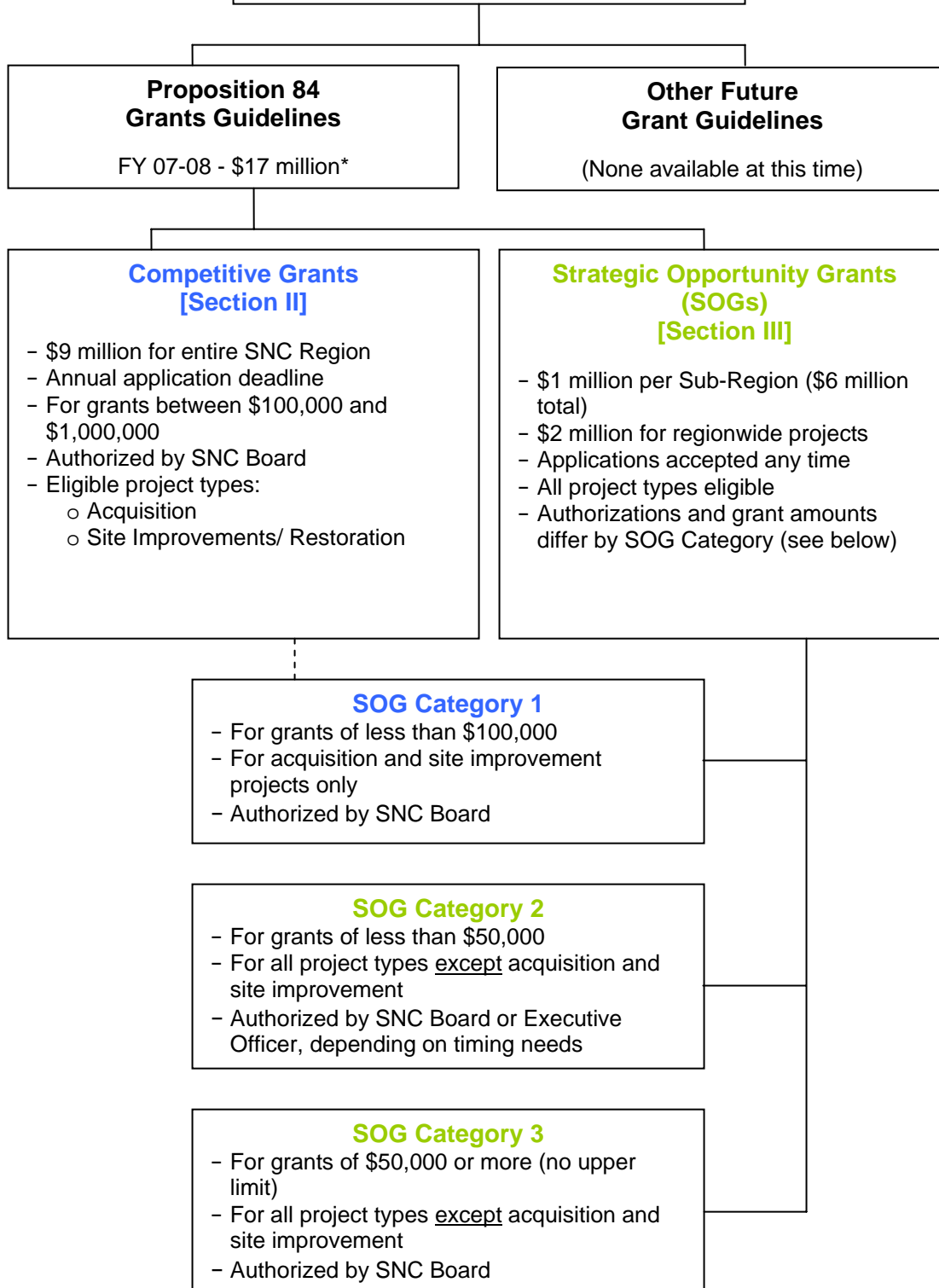
The Sierra Nevada Conservancy offers Proposition 84 grants in two categories: (1) Competitive Grants and (2) Strategic Opportunity Grants (SOGs).

Competitive Grants are authorized for acquisition or site improvement/restoration projects of between \$100,000 and \$1,000,000. Applications for Competitive Grants are solicited, reviewed, and authorized on an annual cycle and must be authorized by the SNC Board of Directors.

SOGs are available on an ongoing basis, subject to available funding. SOGs are divided into three categories based on project type and size of grant being requested. Category 1 and Category 3 SOGs must be authorized by the SNC Board at a noticed Board Meeting; Category 2 SOGs can be authorized by either the Executive Officer or the Board, depending on timing needs. Further explanation of the distinctions between SOG types is provided in the subsequent sections of this document.

SNC Grants Program Structure

SIERRA NEVADA CONSERVANCY PROGRAM GUIDELINES



* Subject to legislative approval

When deciding which category of grant to apply for, there are three primary considerations:

1. Type of project (acquisition or site improvement/restoration vs. other types)
2. Size of grant request
3. Timing factors or other special needs.

Applicants may consult with SNC staff to determine the most appropriate type of grant opportunity for potential projects.

A. Specific Legislative Requirements

As required by PRC 33342, the SNC shall cooperate with and consult with the city or county where a grant is proposed or an interest in real property is proposed to be acquired; and shall, as necessary or appropriate, coordinate its efforts with other state agencies, non-profit organizations, and other interested parties. The SNC shall, as necessary and appropriate, cooperate and consult with a public water system that owns or operates facilities, including lands appurtenant thereto, where a grant is proposed or an interest in land is proposed to be acquired.

For all grants less than \$50,000 for projects other than acquisition or site improvement/restoration, the SNC will notify the affected county and/or city of the proposed project and request comment within five business days of receipt of such notification. The SNC shall provide such notification at the point at which a project is deemed eligible and is being considered for funding.

For all other grants, the SNC will notify the affected county and/or city and public water agency (where appropriate) and request comments within 15 business days following notification. In addition, the SNC will attempt to make personal contact with the affected entity to ensure that the local government is aware of the proposed project and provided an opportunity to raise any concerns. The Sub-regional representative will also be notified at this time and may wish to communicate with the affected entity as well. The SNC shall provide notification at the point at which a project is deemed eligible and is being considered for funding.

For projects that provide information indicating support (in the form of a resolution) from the affected city and/or county and if appropriate, water agency, such information will be deemed adequate for meeting the statutory requirement.

A grantee will agree to use and maintain the project funded with grant monies only for the purposes of the grant and only for the purposes for which the funds were requested, and no other use, sale, or other disposition or conversion of the property shall be permitted except as authorized by a specific act of the Legislature and the property shall be replaced with property of equivalent value and usefulness as determined by the SNC.

B. Block Grants

For SOGs only, an applicant may submit grant applications for a number of like projects, administered by separate entities with the intent that they all be managed by the block applicant. This approach is intended to minimize administrative effort for both the SNC and the applicant because only one contract would be required for multiple projects. Project “blocks” may include activities such as: fire safe projects, habitat protection/enhancement efforts, mapping or other information technology projects, invasive species eradication, or educational efforts.

Each project, in addition to being similar in nature, would need to meet Guideline requirements, and be within grant category funding limits for the individual project. A summary sheet listing all of the projects, the rationale for clustering them, and the proposed administering agency, must be provided along with the individual applications. Each individual project application will still be subject to review, and the SNC will reserve the right to fund a portion of the overall package.

C. Acquisition and/or Site Improvement/Restoration Projects

The SNC offers grants for acquisition and/or site improvement/restoration projects under two programs, the Competitive Grant program and the Strategic Opportunity Grant (SOG) program, Category 1. This section outlines the process and requirements for applying for acquisition or site improvement/restoration funding under these two programs. For information on the process and requirements for other types of projects, please see the Section on SOGs, Categories 2 and 3.

1. Competitive Grants and the Application Process

Project applications will be solicited, reviewed, and authorized on an annual cycle. The most current schedule will be provided on the SNC Web site.

Competitive Grants of between \$100,000 and \$1,000,000 will be given in two primary categories:

- 1) Acquisition projects
- 2) Site improvement/restoration projects

For Competitive Grants, applicants will be required to submit a complete application packet to the SNC by the posted deadline. All application materials and forms will be available from the SNC Web site or SNC offices by request. Some application items may be submitted electronically. Please consult with SNC staff to coordinate submittal and ensure receipt. Hard copies of all signature pages must be sent to the SNC and postmarked by the posted due date.

If submitted as a hard copy, the application should be an unbound original with all appropriate signatures, and delivered to the SNC at: 11521 Blocker Drive, Suite 205, Auburn, CA 95603. Hard copy submittals delivered by mail must be postmarked by

the due date. All of the above requirements apply to Category 1 SOGs as well, except that there will be no fixed deadline.

NOTE: An applicant may submit applications for more than one project; however, each project must have its own application.

Letters of support are not required; however, they may be submitted any time prior to the Board's consideration of proposals. Letters of support should be directed to the applicant, and submitted only to SNC headquarters in Auburn.

To maintain fairness for all competitors, SNC staff will be able to provide information and assistance in developing Competitive Grant applications only to the point of submission.

2. SOGs (Category 1) and the Application Process

SOGs in general are intended to provide the SNC flexibility to address various needs and time-sensitive opportunities for all project types in all program areas consistent with Proposition 84. SOGs in Category 1 are specific to acquisition and site improvement/restoration projects of less than \$100,000. These applications may be submitted at any time, and must be authorized by the Board at a noticed Board Meeting.

To apply for a grant in this category, applicants should consult with SNC staff to determine specific information needed prior to a grant request. This may include a pre-project description no more than one page in length. Applicants should submit a grant application following consultation with SNC staff. The grant application will be evaluated by SNC staff for completeness and compliance with program requirements.

NOTE: The application requirements and forms are the same for all acquisition and site improvement/restoration projects, regardless of whether an applicant is applying for a Competitive Grant in the annual grant cycle or for a SOG Category 1 grant of less than \$100,000 on a rolling cycle.

3. Acquisition Projects

Overview

The SNC may make grants to public agencies, nonprofit organizations, and tribal organizations to acquire an interest in real property, including water rights, from willing sellers, including a fee interest (The SNC is prohibited by statute (PRC 33347) from acquiring fee title interest of real property itself). Grants for acquisition of real property may include funds to pay down or retire real property debt previously incurred by an eligible applicant in connection with the applicant's acquisition of a real property interest that satisfies grant requirements

Grants shall be disbursed to a recipient entity only after the entity has entered into an agreement with the SNC, on the terms and conditions specified by the SNC. After approving a grant, the SNC may provide technical assistance to the grantee to ensure efficient administration of the grant.

Statutory Requirements

A grant application to acquire an interest in real property shall specify all of the following:

- (1) The intended use of the property.
- (2) The manner in which the land will be managed.
- (3) How the cost of ongoing management will be funded.

In the case of a grant of funds to acquire an interest in real property, including, but not limited to, a fee interest, the agreement between the SNC and the recipient shall require all of the following:

- (a) The purchase price of an interest in real property acquired shall not exceed fair market value as established by an appraisal approved by the SNC.
- (b) The terms under which the interest in real property is acquired shall be subject to the SNC's approval.
- (c) An interest in real property to be acquired under the grant shall not be used as security for a debt unless the SNC approves the transaction.
- (d) The transfer of an interest in the real property shall be subject to approval of the SNC, and a new agreement sufficient to protect the public interest shall be entered into between the SNC and the transferee.

A project funded with grant funds may only be transferred to another eligible applicant with the concurrence of the SNC if the successor grantee assumes the obligations required under the contract.

A deed or instrument by which the grantee acquires an interest in real property under the grant shall include a power of termination on the part of the SNC. The deed or instrument shall provide that the SNC may exercise the power of termination by notice in the event of the grantee's violation of the purpose of the grant through breach of a material term or condition thereof, and that, upon recordation of the notice, full title to the interest in real property identified in the notice shall immediately vest in the SNC, or in another public agency or a nonprofit organization or tribal organization designated by the SNC to which the SNC conveys or has conveyed its interest.

4. Site Improvement/Restoration Projects

Overview

These projects will protect or restore rivers, lakes and streams, their watersheds and associated land, water, or other natural resources. Projects must also address one or more of the SNC's program goals (see Program Guidelines for some examples of projects). As described in the "Eligible Projects" section earlier in this document, a wide array of potential projects will be considered by SNC. Applicants are encouraged to consult with SNC staff in determining the appropriateness of potential projects.

Land Tenure

Applicants must demonstrate and document to the SNC that they have adequate tenure to, and site control of, properties to be improved.

Adequate tenure includes, but is not limited to:

- Fee title ownership.
- An easement necessary for completion of the project consistent with the terms and conditions of the grant contract.
- Agreements where the applicant has adequate site control* for the purposes of the project.

*Adequate site control is the power or authority to: Conduct activities that are necessary for completion of the project consistent with the terms and conditions of the grant contract.

If property is owned in fee title, applicants can include the recordation number(s) on the application form or on a separate sheet attached to the application form. Recordation numbers are found on the deed or may be obtained through the applicable county recorder's office. If property is not owned in fee title, provide documentation (lease, easement, agreement, etc.) verifying that the land tenure requirement has been met.

Land Tenure Requirements – Alternate Process

When an applicant does not have tenure at the time of application, but intends to establish tenure via an agreement that will be signed upon grant authorization, the applicant may choose to follow the alternate land tenure process by:

- Submitting a copy of the proposed agreement, as well as letters from the applicant and the prospective landlord in which each commits to sign the proposed agreement should the application be successful.

Once a project has been authorized for funding, the applicant must submit a fully-executed agreement which meets the land tenure requirements within 30 days of Board authorization to execute the grant contract.

5. Grant Proposal Evaluation

The information provided in the project proposal will allow the SNC to evaluate the competing grant applications based on the criteria described below.

As stated previously, in order to be eligible for Proposition 84 funding a project must: a) contribute to the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources, AND b) address one or more of the SNC program goals.

Projects will be evaluated on a variety of criteria in order to determine which projects will provide the greatest contribution to achieving the SNC's mission, consistent with the requirements of Proposition 84.

Project proposals must provide information addressing each of the following criteria:

(The total number of points possible for each application is 100).

NOTE: In evaluating proposals for Category 1 SOG funding, the SNC will consider the criteria used to evaluate competitive grant applications; however, a point system will not be utilized. SOG recommendations will be made at the discretion of the SNC staff and the Executive Officer, consistent with the Strategic Plan and Proposition 84 Grants Guidelines.

A. Land And Water Benefits (Maximum Of 25 Points)

Describe how the project contributes to the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources. Include how the project provides direct and indirect benefits, avoids adverse impacts, and addresses existing or potential threats to water and watersheds and other natural resources. Include a description of what is occurring on surrounding lands and the effect it may have on the project's sustainability. Describe how the investment of public funds will lead to long-term benefits.

Points will be awarded based on the degree to which the project benefits the identified resources.

B. SNC Program Goals (Maximum of 25 points)

Describe how the project addresses one or more of the SNC program goals listed below. Provide information for each of the program goals that the project addresses.

1. Provide increased opportunities for tourism and recreation.
2. Protect, conserve, and restore the region's physical, cultural, archaeological, historical, and living resources.
3. Aid in the preservation of working landscapes.
4. Reduce the risk of natural disasters, such as wildfires.
5. Protect and improve water and air quality.
6. Assist the regional economy through the operation of the SNC's program.
7. Undertake efforts to enhance public use and enjoyment of lands owned by the public.

Points will be awarded based on the degree to which the project provides multiple benefits.

C. Implementability (Maximum of 15 points)

Acquisition Projects

Address each of the following, as appropriate:

1. Workplan and schedule
In the workplan, describe the project's tasks, deliverables, and schedule. Address the factors affecting the acquisition's timeline and completion, and how these factors will be addressed. Describe how the project will be implemented in a timely manner.
2. Budget
This section refers to the Cost Estimate.
 - a) Describe any monetary and/or in-kind support that is a part of the project.
Note: Other contributions to the project are not required to receive a grant; however, projects that include other sources of funds will be more competitive.
 - b) Identify the source and amount of funds already committed to the purchase and maintenance of the project and the expected timing of those funds. Cite specific dollar amounts for cash contributions, in-kind services, volunteer effort, technical expertise, etc.
 - c) Explain how the project will be completed using grant funds and other sources of funds, and explain the timing of availability of all funding.
 - d) If a project depends on other funding sources, describe how the portion of the project to be funded by the SNC can be implemented by itself.
3. Status of technical documents and agreements
Applications that have completed all applicable planning, such as appraisals, completed and adopted environmental documentation, necessary resolutions, letters of intent, and all other items included in the application checklist will be scored higher.
 - a) Agreements and commitments from project partners (type of documentation flexible)
 - b) CEQA compliance
 - c) Appraisal
 - d) Preliminary title report
 - e) Property restrictions and/or encumbrances, easements, mineral rights
 - f) Negotiations of terms of sale, option to purchase, or easement with a willing seller
 - g) Phase I or Phase II Environmental Assessment (Toxics Report)

Site Improvement/Restoration Projects

1. Workplan and schedule
 - a) In the workplan, describe the project's tasks, deliverables, and schedule.
 - b) Address the factors affecting the project's timeline and completion, and

how these factors will be addressed. Describe how the project will be implemented in a timely manner.

2. Budget

This section refers to the Cost Estimate.

- a) Describe any monetary and/or in-kind support that is a part of the project.
Note: Other contributions to the project are not required to receive a grant; however, projects that include other sources of funds will be more competitive.
- b) Identify the source and amount of funds already committed to the implementation and maintenance of the project and the expected timing of those funds. Cite specific dollar amounts for cash contributions, in-kind services, volunteer effort, technical expertise, etc.
- c) Explain how the project will be completed using grant funds and other sources of funds, and explain the timing of availability of all funding.
- d) If a project depends on other funding sources, describe how the portion of the project to be funded by the SNC can be implemented by itself.

3. Indication of the land tenure held

4. Status of technical documents and agreements

Applications that have completed all applicable planning, such as issuance of all necessary permits, completed and adopted environmental documentation, necessary resolutions, and all other items included in the application checklist will be scored higher.

- a) Commitments from project partners (type of documentation flexible)
- b) CEQA compliance
- c) Permitting
- d) Property restrictions and/or encumbrances, easements, mineral rights
- e) Availability of labor and materials

Points will be awarded based on the degree to which the project is implementable on a timely basis.

D. Cooperation and Community Support (Maximum of 10 points)

1. Describe demonstrated community support and project partners.
2. Describe the efforts to include various stakeholders in planning and/or implementation of the project. Provide information on the following:
 - a. Consultation and cooperation with local, State, and federal agencies, including methods used to solicit participation.
 - b. The use of stakeholders in designing and/or implementing the project, including methods used to solicit participation.
3. Any project opposition, explanation of the nature of the concerns, and how they have been addressed.
4. Explain how the project will provide educational opportunities about the Sierra Nevada, the SNC, and the project area for children, schools, and communities.

5. Describe the potential affect the project may have upon various plans, including general plans, recreation plans, urban water management plans, and groundwater management plans, as well as the potential impact these plans may have on the long term sustainability of the project.
6. Explain how the benefits of the completed project would be communicated to local and regional media; elected and agency officials from within the region; elected and agency officials from outside the region; non-governmental and business partners; and others.

Points will be awarded based on the degree to which the project exhibits cooperation and community support. (For projects that have confidentiality requirements, applicants should consult with SNC staff prior to submission).

E. Project Management and Adequacy of Design (Maximum of 10 points)

Describe the capability of applicant and/or partners to provide for all relevant aspects of an integrated management process that includes project planning, acquisition, restoration, monitoring, operation, and maintenance. The applicant should demonstrate that staff or partners involved in the project will utilize all the applicable basic elements of a project management process. Provide information on the following:

- Fiscal partners and their roles in the project as related to the workplan
- Applicant's or partners' demonstrated ability or type of training received to implement the proposed project.
- All elements of a management process including:
 - The appropriate up-front planning that demonstrates the project need;
 - The expertise needed to complete the project within the applicant's organization or its partners';
 - Utilizing appropriate design to obtain maximum sustainability of the proposed project;
 - A demonstrated ability to design the project to minimize impact to the natural and cultural resources;
 - Construction techniques that utilize aesthetic design and compatible or renewable material resources (for site improvement/restoration projects); and
 - A monitoring and maintenance process that keeps the proposed project at intended standards.

Points will be awarded based on the degree to which the project demonstrates management capacity and adequacy of design.

F. Sustainability, Long Term Management, and Maintenance (Maximum of 10 points)

1. Describe how the project is sustainable (involves an activity that can be repeated over a long period of time without causing damage to the environment and community). Describe the sustainability of the project in the context of the surrounding land uses including the potential impacts to surrounding lands and the potential impact that future activities on surrounding lands may have on the project area.
2. Site improvements and properties acquired with grant funds, including less than fee title acquisitions, must be maintained to protect the value of the resource. Long-Term Management Plans for site improvement/restoration projects shall be for a minimum of 10 years or for a period determined to be necessary for successful project implementation. Long-Term Management Plans for property or easement acquisitions shall be in perpetuity. Requirements for the Long-Term Management Plan are as follows:
 - a) Describe the long-term management plan (e.g., weed control, mosquito abatement, fencing, etc.) of the resource, including:
 - i. What is planned for the long-term management?
 - ii. Who will perform the long-term management? Describe the individual's or organization's experience in managing this type of resource.
 - iii. How will the ongoing management be funded?
 - b) What, if any, future modifications/improvements may be considered for the resource (e.g., habitat improvement/restoration, recreation, public access, etc.)? How would the property continue to meet the program requirements with these improvements?
 - c) For conservation easements, describe your plan for stewardship, and address ongoing funding to support the terms and conditions of the stewardship plan.

Points will be awarded based on the degree to which the project demonstrates sustainability and provides for long-term management.

G. Model Project Values (Maximum 5 points)

Describe how the project is useful as a model in the program area or in other Sub-Regions, if appropriate (i.e. innovative partnerships, approaches, problem-solving, or research).

Points will be awarded based on the degree to which the project represents a potential model or utilizes innovative approaches.

6. Grant Selection Process

- Applicants submit a complete grant application to the SNC by the deadline (Fixed deadline applies to Competitive Grants only).
- Application reviewed by staff for completeness and eligibility.
- Complete, eligible applications evaluated by the SNC staff. In evaluating projects, SNC staff may involve other parties as necessary and appropriate.
- In evaluating applications, SNC may consider authorizing partial funding with concurrence from grant applicant and with agreement that meaningful progress toward the goal can be made.
- Site visits will be scheduled, as necessary and appropriate; scores may be adjusted as a result of the site visit.
- The SNC staff recommends projects for funding to the Board.
- The Board determines the final authorizations.

D. Category 2 and 3 Strategic Opportunity Grants (SOGs)

SOG grants will be available on an on-going basis contingent upon availability of funds. SOG Category 2 and 3 grants are intended to provide the SNC flexibility to address various needs and time-sensitive opportunities for all project types except acquisition and site improvement/restoration grants in all program areas consistent with Proposition 84. Acquisition and site improvement/restoration projects are covered under Competitive Grants and Category 1 SOGs.

Category 2 and 3 SOGs may be used for activities including, but not limited to:

- Initial project planning & development
- Environmental review
- Appraisal services
- Capacity-building
- Educational efforts
- Research
- Publications
- Events
- Procurement of equipment to ensure protection of water resources and related landscapes
- Monitoring and assessments

In addition, Category 2 SOGs **only** may be used for funding for staff, provided that the staff activity results in tangible outcomes consistent with Proposition 84 and that the funding is one-time in nature.

For the 2007/08 Fiscal year, each of the six Sub-Regions has been allocated \$1 million. An additional \$2 million has been allocated for projects of Regional significance.

Category 2 and 3 SOGs are offered as follows:

Category 2: These grants of less than \$50,000 may be authorized by the Board at any noticed meeting or by the Executive Officer in instances where there is a timeliness issue or extenuating circumstance (such authorizations will be reported to the Board at the next scheduled Board meeting).

Category 3: These grants of \$50,000 or more may be authorized by the Board at any noticed Board meeting. There is no upper limit on Category 3 SOG authorization size, subject to fund availability.

1. Application Process

- Applicants consult with SNC staff to determine specific information needed prior to a grant application. This may include a pre-project description of no more than one page in length.
- Grant application submitted following consultation with SNC staff. All application materials and forms will be available from the SNC Web site or SNC offices by request. Some application items may be submitted electronically. Please consult with SNC staff to coordinate submittal and ensure receipt. Hard copies of all signature pages must be sent to the SNC and postmarked by the posted due date.
- If submitted as a hard copy, the application should be an unbound original with all appropriate signatures, and delivered to the SNC at: 11521 Blocker Drive, Suite 205, Auburn, CA 95603.
- Grant application evaluated by the SNC staff for completeness and compliance with program requirements.

2. SOG Projects

In order to be eligible for funding, a project must contribute to the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources. The project must also address one or more of the SNC program goals. The application requirements for SOGs are detailed in the Grants Application Packet.

3. Grant Proposal Evaluation

In evaluating proposals for Category 2 and 3 SOG funding, the SNC will use the criteria listed below.

A. Land and Water Benefits

Describe how the project contributes to the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources. Include how the project addresses all direct and indirect benefits, avoidance of adverse impacts, and existing or potential threats to water and watersheds and other natural resources. Describe how the investment of public funds will lead to long-term benefits.

B. SNC Program Goals

Describe how the project addresses one or more of the SNC program goals listed below. Projects that provide multiple benefits will be given priority.

- a) Provide increased opportunities for tourism and recreation.
- b) Protect, conserve, and restore the region's physical, cultural, archaeological, historical, and living resources.
- c) Aid in the preservation of working landscapes.
- d) Reduce the risk of natural disasters, such as wildfires.
- e) Protect and improve water and air quality.
- f) Assist the regional economy through the operation of the SNC's program.
- g) Undertake efforts to enhance public use and enjoyment of lands owned by the public.

C. Cooperation, Community Support, and Leveraging

- a) Describe demonstrated community support and project partners
- b) Describe the efforts to include various stakeholders in planning and/or implementation of the project. Provide information on the following:
 - i. Consultation and cooperation with local, State, and federal agencies, including methods used to solicit participation.
 - ii. The involvement of stakeholders in designing and/or implementing the project, including methods used to solicit participation
- c) Describe any monetary and/or in-kind support that is a part of the project. Note: Other contributions to the project are not required to receive a grant; however, projects that include other sources of funds will be more competitive.
- d) Identify the source and amount of funds already committed to the purchase and/or maintenance of the project and the expected timing of those funds. Cite specific dollar amounts for cash contributions, in-kind services, volunteer effort, technical expertise, etc.
- e) Explain how the project will be completed using grant funds and other sources of funds and explain the timing of availability of all funding.

4. SOG Selection Process

- SNC assesses grant applications for completeness and eligibility.
- In evaluating projects, SNC staff may involve other parties as necessary and appropriate.
- SNC may consider authorizing partial funding with concurrence from grant applicant and with agreement that meaningful progress toward the goal can be made.
- Site visits may be scheduled, as necessary and appropriate.
- The SNC staff recommends projects for funding to the Board (or Executive Officer as appropriate).

- The Board (or Executive Officer under delegated authority) authorizes funding for successful applications. Grants of \$50,000 or more must be authorized by the Board, which may be done at any noticed Board meeting.

APPENDIX A

Program Geographic Area

Project must be located in the boundaries of the Sierra Nevada Region to be eligible. Projects bisected by the boundaries described are eligible for this program. PRC Section 33302 (f) defines the Sierra Nevada Region as the area lying within the Counties of Alpine, Amador, Butte, Calaveras, El Dorado, Fresno, Inyo, Kern, Lassen, Madera, Mariposa, Modoc, Mono, Nevada, Placer, Plumas, Shasta, Sierra, Tehama, Tulare, Tuolumne, and Yuba, described as the area bounded as follows:

On the east by the eastern boundary of the State of California; the crest of the White/Inyo ranges; and State Routes 395 and 14 south of Olancha; on the south by State Route 58, Tehachapi Creek, and Caliente Creek; on the west by the line of 1,250 feet above sea level from Caliente Creek to the Kern/Tulare County line; the lower level of the western slope's blue oak woodland, from the Kern/Tulare County line to the Sacramento River near the mouth of Seven-Mile Creek north of Red Bluff; the Sacramento River from Seven-Mile Creek north to Cow Creek below Redding; Cow Creek, Little Cow Creek, Dry Creek, and the Shasta National Forest portion of Bear Mountain Road, between the Sacramento River and Lake Shasta; the Pit River Arm of Shasta Lake; the northerly boundary of the Pit River watershed; the southerly and easterly boundaries of Siskiyou County; and within Modoc County, the easterly boundary of the Klamath River watershed; and on the north by the northern boundary of the State of California; excluding both of the following:

- (1) The Lake Tahoe Region, as described in Section 66905.5 of the Government Code, where it is defined as "Region."
- (2) The San Joaquin River Parkway, as described in Section 32510.

See http://www.sierranevada.ca.gov/html/map_of_the_region_sub_regions.html for map or contact staff to clarify whether project is located in an eligible area.

APPENDIX B

Glossary of Terms

Unless otherwise stated, the terms used in these Guidelines shall have the following meanings:

Acquisition – To obtain fee title interest or any other interest in real property including easements, leases and development rights. All rights obtained, whether purchased, donated, or otherwise conveyed are to be permanent. Rentals do not constitute Acquisition.

Applicant – Eligible entities as defined by the SNC program.

Application – The individual application form and its required attachments for grants pursuant to the SNC Program.

Authorized Representative – The designated position authorized in the Resolution to sign all required Grant documents including, but not limited to the Grant contract, the application form, payment requests, and grant completion packet forms. The authorized representative may designate an alternate by informing SNC in writing.

Board – The governing body of the SNC as authorized by PRC Section 33321.

Bond Or Bond Act - Proposition 84, Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coast Protection Bond Act of 2006

Capital Improvement Projects that utilize grant funds for acquisition of land or site improvement/restoration.

CEQA – the California Environmental Quality Act as stated in the Public Resources Code Section 21000 et seq.; Title 14 California Code of Regulations Section 15000 et seq. CEQA is a law establishing policies and procedures that require agencies to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental and Historical Resources that may occur as a result of a proposed project to be undertaken, funded, or approved by a local or state agency. For more information, refer to <http://ceres.ca.gov/ceqa/>.

Conservation Easement - Any limitation in a deed, will or other instrument in the form of an easement, restriction, covenant or condition which is or has been executed by or on behalf of the owner of the land subject to such easement and is binding upon the successive owners of such land, and the purpose of which is to retain land predominantly in its natural, scenic, historical, agricultural, forested or open-space condition. (Civil Code Section 815.1)

Competitive – A process whereby projects are ranked and selected based upon program specific criteria.

Conservancy – Sierra Nevada Conservancy as defined in PRC Section 33302 (b).

Contract – An agreement between the SNC and the grantee specifying the payment of funds by the SNC for the performance of the project scope within the contract performance period by the grantee.

Contract Performance Period – The period of time during which the grant scope eligible costs may be incurred, and the work described in the grant scope must be completed. Eligible costs incurred during this period may be funded from the grant.

Contract Term – The period of time that includes the Contract Performance Period, plus time for all work to be billed and paid by the state. This period is the same as the beginning and ending dates of the contract.

Easement - An interest in land entitling the holder thereof to a limited use or enjoyment of the land in which the interest exists.

Executive Officer - The person appointed the manager of the SNC.

Fair Market Value - The value placed upon property as supported by an appraisal that has been reviewed and approved by the California Department of General Services or other designated authority.

Eligible Costs – Expenses incurred by the Grantee during the Contract Performance Period of an approved Contract, which may be reimbursed by the SNC. (See page 3)

Grant – Funds made available to a grantee for eligible costs during a contract performance period.

Grantee – An entity that has a contract for grant funds.

Grant Scope – Description of the items of work to be completed with grant funds as described in the application form and cost estimate.

Historical Resource – Includes, but is not limited to, any building, structure, site, area, place, artifact, or collection of artifacts that is historically or archaeologically significant in the cultural annals of California.

In-kind – Donations that are utilized on the project, including materials and services. These donations shall be eligible only as other sources of funds.

Nonprofit Organization - A private, nonprofit organization qualified to do business in California and qualified exempt status under Section 501(c) (3) of Title 26 of the United States Code.

Other Sources of Funds - Cash or in-kind contributions that are necessary or used to complete the acquisition or site improvement/restoration project beyond the grant funds provided by this program.

Preservation - Rehabilitation, stabilization, restoration, development, and reconstruction, or any combination of those activities.

Project – The work to be accomplished with grant funds.

Project Manager – An employee of the SNC, who acts as a liaison with the applicants or grantees and administers grant funds, ensures compliance with guidelines and the grant contract.

Proposition 84 - See bond.

Protection - Those actions necessary to prevent harm or damage to rivers, lakes, and streams, their watersheds and associated land, water, and other natural resources, or those actions necessary to allow the continued use and enjoyment of property or natural resources and includes acquisition, restoration, preservation and education.

Public Agencies – Any city, county, district, or joint powers authority; State agency; or federal agency.

Region - Sierra Nevada Region as defined in PRC Section 33302 (f).

Regional Significance – Providing benefits that affect all or a substantial portion of the SNC Region.

Restoration - The improvement of physical structures or facilities and, in the case of natural systems and landscape features includes, but is not limited to, projects for the control of erosion, the control and elimination of invasive species, prescribed burning, fuel hazard reduction, fencing out threats to existing or restored natural resources, road elimination, and other plant and wildlife habitat improvement to increase the natural system value of the property.

Site Improvements/Restoration - Project activities constituting restoration or protection or both.

SNC – Sierra Nevada Conservancy.

Stewardship Plan - Means a plan to provide ongoing implementation and management associated with the acquisition of a conservation easement or site improvement/restoration project.

Total Project Cost – The amount of the Other Sources of Funds combined with the Grant request amount that is designated and necessary for the completion of a project.

Trail – A thoroughfare or track for pedestrian (including assistive mobility devices), skating or skateboarding, equestrian, skiing, canoeing, kayaking, bicycling or off highway vehicle activities.

Tribal Organization - Indian tribe, band, nation, or other organized group or community, or a tribal agency authorized by a tribe, which is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians and is identified on pages 52829 to 52835, inclusive, of Number 250 of Volume 53 (December 29, 1988) of the Federal Register, as that list may be updated or amended from time to time.

Working Landscape(s) - Lands producing goods and commodities from the natural environment (most commonly farms, ranches, and forests). For many communities, these lands are an important part of the local economy, culture, and social fabric.

FINAL DRAFT, JULY 26, 2007



SIERRA NEVADA
CONSERVANCY

**SIERRA NEVADA CONSERVANCY PROPOSITION 84
GRANTS PROGRAM**

FUNDED BY

**Safe Drinking Water, Water Quality and Supply, Flood Control, River
and Coastal Protection Bond Act of 2006**

PROPOSITION 84

GRANTS APPLICATION PACKET

*The Sierra Nevada Conservancy initiates, encourages, and supports efforts
that improve the environmental, economic and social well-being of the
Sierra Nevada Region, its communities and the citizens of California.*

FINAL DRAFT, JULY 26, 2007

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I. Introduction

The Sierra Nevada Conservancy (SNC) was established as a new State agency in 2004 to initiate, encourage, and support efforts that improve the environmental, economic and social well-being of the Sierra Nevada Region, its communities, and the citizens of California (Public Resources Code Sections 33300 et. seq.). The SNC reflects a broad mission to be accomplished through a variety of activities in collaboration and cooperation with a wide array of partners. One of these activities is administering grant funds allocated to the SNC through successful bond acts and other sources.

On November 7, 2006, California voters passed Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coast Protection Bond Act of 2006. Proposition 84 includes \$54 million for the SNC to distribute to eligible organizations for the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources. This allocation from Proposition 84 comprises the first major source of project funding for distribution by the SNC. The allocation of these funds as proposed in the Governor's budget for Fiscal Year 2007-08 is \$17.5 million, subject to legislative approval.

In addition to its Program Guidelines, which provide overall direction for implementation of the SNC's seven program areas, the SNC has created specific Proposition 84 Grants Guidelines governing eligibility and distribution of the \$54 million made available through Proposition 84. Both of those documents are available on the SNC website at (www.sierranevada.ca.gov) and in hard copy or on CD by request at the headquarters office: 11521 Blocker Dr., Suite 205, Auburn, CA 95603, 530-823-4670.

This Proposition 84 Grants Application Packet is a companion piece designed to pull together in one place all the pertinent parts of the Grants Guidelines document, as well as all forms and other information necessary for successful application to the SNC Proposition 84 Grants Program. Additional such guidelines and requirements will be developed for future funding sources as they become available.

This packet is divided into five sections. The first section is this Introduction. Sections II and III address the application process and include forms necessary for the different types of Competitive and Strategic Opportunity Grants being administered by SNC under this funding source. Section IV includes a brief discussion of the grant contract process required if a grant is authorized. Section V includes a Glossary of Terms.

For ease of reference, material in this Proposition 84 Grants Application Packet has been copied directly from the SNC Program and Grants Guidelines wherever possible, so applicants may notice substantial overlap between the documents. However, applicants are strongly encouraged to thoroughly review the Program and Grants Guidelines documents for important information on related topics – such as applicant and project eligibility – that do not appear in this Application Packet.

Applicants may consult with SNC staff regarding any questions and/or to determine the most appropriate type of grant opportunity for potential projects. Applicants are also encouraged to regularly consult the SNC Web site at www.sierranevada.ca.gov for the most current information involving Proposition 84 and other future funding sources. Sample grants contracts for each of the Proposition 84 project types are included in a separate document (known as **Sample Grants Contracts**) for applicants who want more information about the administrative requirements once a grant is authorized.

A. Which Grant Should I Apply For?

The Sierra Nevada Conservancy offers Proposition 84 grants in two categories: (1) Competitive Grants and (2) Strategic Opportunity Grants (SOGs).

Competitive Grants are authorized for acquisition or site improvement/restoration projects of between \$100,000 and \$1,000,000. Applications for Competitive Grants are solicited, reviewed, and authorized on an annual cycle and must be authorized by the SNC Board of Directors.

SOGs are available on an ongoing basis, subject to available funding. SOGs are divided into three categories (see SNC Grants Program Structure chart) based on project type and size of grant being requested. Category 1 and Category 3 SOGs must be authorized by the SNC Board at a noticed Board Meeting; Category 2 SOGs can be authorized by either the Executive Officer or the Board, depending on timing needs.

When deciding which category of grant to apply for, there are three primary considerations:

1. Type of project (acquisition or site improvement/restoration vs. other types)
2. Size of grant request
3. Timing factors or other special needs.

NOTE: The application requirements and forms are the same for all acquisition and site improvement/restoration projects, regardless of whether an applicant is applying for a Competitive Grant in the annual grant cycle or for a SOG Category 1 grant of less than \$100,000 on a rolling cycle.

B. Block Grants

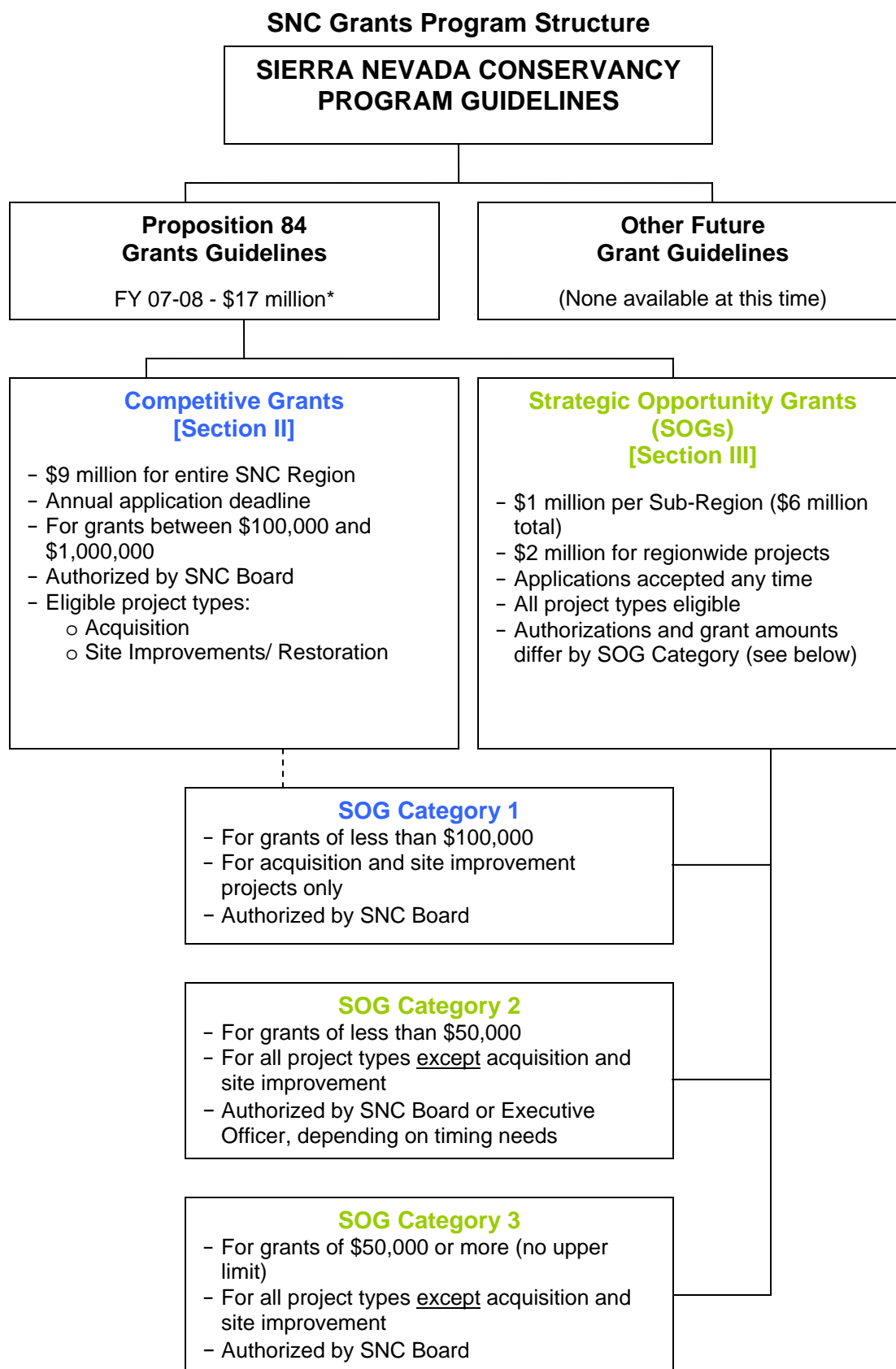
For SOGs only, an applicant may submit grant applications for a number of like projects, with the intent that they all be administered by the applicant. This approach is intended to minimize administrative effort for both the SNC and project proponents. Project “blocks” could include a wide variety of activities including, but not limited to, fire safe projects, habitat protection/enhancement efforts, mapping or other information technology projects, invasive species eradication, or educational efforts.

Each project, in addition to being similar in nature, would need to meet Guideline

requirements, and be within grant category funding limits for the individual project. A summary sheet listing all of the projects, the rationale for clustering them, and the proposed administering agency, must be provided along with the individual applications. Each individual project application will still be subject to review, and the SNC will reserve the right to fund a portion of the overall package.

C. Anticipated Project Completion Time Limits

The SNC anticipates that grantees will have a maximum of three years to complete work on an approved project, dating from the time that a grant is authorized. However, this limit is subject to final control language in the State's budget, and will therefore not be determined for a given fiscal year (July 1 – June 30) until the approval of the State budget for that year.



* Subject to legislative approval

II. Competitive Grants and Category 1 Strategic Opportunity Grants Application Requirements, Checklist, and Selection Process

The SNC offers grants for acquisition and/or site improvement/restoration projects under two programs, the Competitive Grant program and the Strategic Opportunity Grant (SOG) program, Category 1. This section outlines the process and requirements for applying for acquisition or site improvement/restoration funding under these two programs. For information on the process and requirements for other types of projects, please see Section III on SOGs, Categories 2 and 3.

A. Competitive Grants and the Application Process

Project applications will be solicited, reviewed, and authorized on an annual cycle. The most current schedule will be provided on the SNC Web site.

Competitive Grants of between \$100,000 and \$1,000,000 will be given in two primary categories:

- 1) Acquisition projects, including less than fee title (conservation easements, purchase of development rights, etc.) and fee title, as well as water rights (in all cases only with willing sellers). Grants for acquisition of real property may include funds to pay down or retire real property debt previously incurred by an eligible applicant in connection with the applicant's acquisition of a real property interest that satisfies grant requirements.
- 2) Site improvement/restoration projects.

For Competitive Grants, applicants will be required to submit a complete application packet to the SNC by the posted deadline. All application materials and forms will be available from the SNC Web site or SNC offices by request. Some application items may be submitted electronically. Please consult with SNC staff to coordinate submittal and ensure receipt. Hard copies of all signature pages must be sent to the SNC and postmarked by the posted due date. If an application is submitted as a hard copy, it should be an unbound original with all appropriate signatures, and delivered to the SNC at: 11521 Blocker Drive, Suite 205, Auburn, CA 95603. Hard copy submittals delivered by mail must be postmarked by the due date. All of the above requirements apply to Category 1 SOGs as well, but there will be no fixed deadline.

Each application must include a Table of Contents with the remaining documents in the order listed on the enclosed checklist. All pages shall be numbered (handwritten numbers are acceptable).

NOTE: An applicant may submit applications for more than one project; however, each project must have its own application.

Letters of support are not required; however, they may be submitted any time prior to the Board's consideration of proposals. Letters of support should be directed to the applicant and submitted only to SNC headquarters in Auburn. To maintain fairness for

all competitors, SNC staff will be able to provide information and assistance in developing Competitive Grant applications only to the point of submission.

B. Strategic Opportunity Grants (Category 1) and the Application Process

SOG grants in general are intended to provide the SNC flexibility to address various needs and time-sensitive opportunities for all project types in all program areas consistent with Proposition 84. SOGs in Category 1 are specific to acquisition and site improvement projects of less than \$100,000. These applications may be submitted at any time, and must be authorized by the Board at a noticed Board Meeting.

To apply for a grant in this category, applicants should consult with SNC staff to determine specific information needed prior to a grant application. This may include a pre-project description no more than one page long. Applicants should submit a grant application following consultation with SNC staff. The grant application will be evaluated by SNC staff for completeness and compliance with program requirements.

C. Application Checklist

For both the Competitive Grants and the Category 1 SOGs, the project application shall consist of one copy of each of the items listed on the checklist below, in the order in which they appear on the checklist. Each item is explained in more detail on the following pages, with examples given where appropriate.

1. ☐ Application Form
2. ☐ Authorization to Apply or Resolution
3. ☐ Project Proposal
4. ☐ Project Summary
5. ☐ Project Location Map
6. ☐ Site Plan (For site improvement/restoration projects)
7. ☐ Topographic Map
8. ☐ Photos of the Project Site
9. ☐ Cost Estimate
10. ☐ Real Estate Appraisal (For acquisition projects)
11. ☐ Acquisition Schedule, Parcel Map, and Willing Seller Letter
(For acquisition projects)
12. ☐ Land Tenure (For site improvement/restoration projects)
13. ☐ California Environmental Quality Act (CEQA) Compliance
14. ☐ Leases or Agreements

15. ☐ Regulatory Requirements

1. ☐ **Application Form**

The following application form must be completed and signed by the applicant's authorized representative.

(Each site shall be considered a project; each project will have its own application.)

Section II

Date _____

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2. ☐ **Authorization to Apply or Resolution**

Provide a copy of documentation authorizing applicant to submit application. Sample resolutions are provided on the following pages. In the event that a resolution is not feasible, a letter signed by a board officer indicating the board's support of the project, and authorizing submittal of the project grant application, would be acceptable.

*For grant application coming from Non-Governmental Organization – Sample
Resolution for Governing Board (Board of Directors)*

SAMPLE RESOLUTION

Board of Directors Resolution No. _____

<p>In the matter of: A RESOLUTION APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE _____ GRANT PROGRAM UNDER THE _____ ACT OF _____ [DATE]</p>	<p>Resol. No: _____ Date: _____</p>
---	---

The following RESOLUTION was duly passed by the Board of Directors of the
_____ [NGO name] at a regular meeting held
_____ [date], by the following vote:

Ayes: _____

Noes: _____

Abstentions: _____

Absent: _____

Signed and approved by:

Chair, Board of Directors

WHEREAS, the Legislature and Governor of the State of California have provided Funds for the program shown above; and

WHEREAS, the Sierra Nevada Conservancy (SNC) has been delegated the responsibility for the administration of a portion of these funds through a local assistance grants program, establishing necessary procedures; and

WHEREAS, said procedures established by the Sierra Nevada Conservancy require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the SNC; and

WHEREAS, the Applicant, if selected, will enter into an agreement with the SNC to carry out the project; and

WHEREAS, the _____ [NGO name] has identified the _____ [project name] as valuable toward meeting its mission and goals.

BE IT HEREBY RESOLVED by the Board of Directors of the _____, [NGO name] that this Board:

1. Approves the submittal of an application for the _____ project; and
2. Certifies that Applicant understands the assurances and certification requirements in the application; and
3. Certifies that Applicant or title holder will have sufficient funds to operate and maintain the resource(s) consistent with the long-term benefits described in support of the application; or will secure the resources to do so; and
4. Certifies that Applicant will comply with all legal requirements as determined during the application process; and
5. Appoints _____, or designee, as agent to conduct all negotiations, execute and submit all documents, including but not limited to: applications, agreements, payment requests, and so on, which may be necessary for the completion of the aforementioned project(s).

PASSED AND ADOPTED by the _____ [NGO name] on the ____th day of _____, 20__.

*For grant application coming from county government – Sample Resolution for
Governing Board (Board of Supervisors)*

SAMPLE RESOLUTION

Before the Board of Supervisors

County of _____, State of California

In the matter of: A RESOLUTION
APPROVING THE APPLICATION FOR
GRANT FUNDS FOR THE

GRANT PROGRAM UNDER THE
_____ ACT
OF _____ [DATE]

Resol. No: _____

Ord. No: _____

First Reading: _____

Section II

The following RESOLUTION was duly passed by the Board of Supervisors of the
County of _____ at a regular meeting held _____ [date], by the following
vote on roll call:

Ayes: _____

Noes: _____

Absent: _____

Signed and approved by me after its passage.

Chair, Board of Supervisors

ATTEST:
Clerk of said Board

WHEREAS, the Legislature and Governor of the State of California have provided
Funds for the program shown above; and

WHEREAS, the Sierra Nevada Conservancy (SNC) has been delegated the
responsibility for the administration of a portion of these funds through a local
assistance grants program, establishing necessary procedures; and

WHEREAS, said procedures established by the Sierra Nevada Conservancy require a
resolution certifying the approval of application(s) by the Applicant's governing board

before submission of said application(s) to the SNC; and

WHEREAS, the Applicant, if selected, will enter into an agreement with the SNC to carry out the project; and

WHEREAS, the County has identified the _____ [project name] project as valuable toward meeting its mission and goals.

BE IT HEREBY RESOLVED by the Board of Supervisors of the County of _____, State of California, that this Board:

1. Approves the submittal of an application for the _____ project; and
2. Certifies that Applicant understands the assurances and certification requirements in the application; and
3. Certifies that Applicant or title holder will have sufficient funds to operate and maintain the resource(s) consistent with the long-term benefits described in support of the application; or will secure the resources to do so; and
4. Certifies that Applicant will comply with all legal requirements as determined during the application process; and
5. Appoints _____, or designee, as agent to conduct all negotiations, execute and submit all documents, including but not limited to: applications, agreements, payment requests, and so on, which may be necessary for the completion of the aforementioned project(s).

3. ☐ Project Proposal

Provide a written proposal which answers each question or responds to each statement in the Proposal Evaluation criteria as it pertains to the project.

Limit the project proposal to no more than 10 pages, 8 ½" x 11" paper, single-sided, double-spaced, with 12-point font. Attachments do not count as part of the 10 pages. Any pages beyond the 10-page limit will neither be reviewed nor counted in the scoring of the application.

Proposal Evaluation Criteria

The information provided in the project proposal will allow the SNC to evaluate the competing grant applications based on the criteria described below.

In order to be eligible for Proposition 84 funding, a project must:: a) contribute to the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources, AND b) address one or more of the SNC program goals.

Projects will be evaluated on a variety of criteria in order to determine which projects will provide the greatest contribution to achieving the SNC's mission, consistent with the requirements of Proposition 84.

Project proposals must provide information addressing each of the following criteria:

(The total number of points possible for each application is 100).

NOTE: In evaluating proposals for Category 1 SOG funding, the SNC will consider the criteria used to evaluate competitive grant applications; however, a point system will not be utilized. SOG recommendations will be made at the discretion of SNC staff and the Executive Officer, consistent with the Strategic Plan and Proposition 84 Grants Guidelines.

A. Land and Water Benefits (Maximum of 25 points)

Describe how the project contributes to the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources. Include how the project provides direct and indirect benefits, avoids adverse impacts, and addresses existing or potential threats to water and watersheds and other natural resources. Include a description of what is occurring on surrounding lands and the effect it may have on the project's sustainability. Describe how the investment of public funds will lead to long-term benefits.

Points will be awarded based on the degree to which the project benefits the identified resources.

B. SNC Program Goals (Maximum of 25 points)

Describe how the project addresses one or more of the SNC program goals listed below. Provide information for each of the program goals that the project addresses.

1. Provide increased opportunities for tourism and recreation.
2. Protect, conserve, and restore the region's physical, cultural, archaeological, historical, and living resources.
3. Aid in the preservation of working landscapes.
4. Reduce the risk of natural disasters, such as wildfires.
5. Protect and improve water and air quality.
6. Assist the regional economy through the operation of the SNC's program.
7. Undertake efforts to enhance public use and enjoyment of lands owned by the public.

Points will be awarded based on the degree to which the project provides multiple benefits.

C. Implementability (Maximum of 15 points)**Acquisition Projects**

Address each of the following, as appropriate:

1. Workplan and schedule
In the workplan, describe the project's tasks, deliverables, and schedule. Address the factors affecting the acquisition's timeline and completion, and how these factors will be addressed. Describe how the project will be implemented in a timely manner.
2. Budget
This section refers to the Cost Estimate. Please reference this document (Checklist Item 9) to support your narrative answers.
 - a) Describe any monetary and/or in-kind support that is a part of the project.
Note: Other contributions to the project are not required to receive a grant; however, projects that include other sources of funds will be more competitive.
 - b) Identify the source and amount of funds already committed to the purchase and maintenance of the project and the expected timing of those funds. Cite specific dollar amounts for cash contributions, in-kind services, volunteer effort, technical expertise, etc.
 - c) Explain how the project will be completed using grant funds and other sources of funds, and explain the timing of availability of all funding.
 - d) If a project depends on other funding sources, describe how the portion of the project to be funded by the SNC can be implemented by itself.
3. Status of technical documents and agreements
Applications that have completed all applicable planning, such as appraisals, completed and adopted environmental documentation, necessary resolutions, letters of intent, and all other items included in the application checklist will be

scored higher.

- a) Agreements and commitments from project partners (type of documentation flexible)
- b) CEQA compliance
- c) Appraisal
- d) Preliminary title report
- e) Property restrictions and/or encumbrances, easements, mineral rights
- f) Negotiations of terms of sale, option to purchase, or easement with a willing seller
- g) Phase I or Phase II Environmental Assessment (Toxics Report)

Site Improvement/Restoration Projects

1. Workplan and Schedule

- a) In the workplan, describe the project's tasks, deliverables, and schedule.
- b) Address the factors affecting the project's timeline and completion, and how these factors will be addressed. Describe how the project will be implemented in a timely manner.

2. Budget

This section refers to the Cost Estimate. Please reference this document (Checklist Item 9) to support your narrative answer.

- a) Describe any monetary and/or in-kind support that is a part of the project. Note: Other contributions to the project are not required to receive a grant; however, projects that include other sources of funds will be more competitive.
- b) Identify the source and amount of funds already committed to the implementation and maintenance of the project and the expected timing of those funds. Cite specific dollar amounts for cash contributions, in-kind services, volunteer effort, technical expertise, etc.
- c) Explain how the project will be completed using grant funds and other sources of funds, and explain the timing of availability of all funding.
- d) If a project depends on other funding sources, describe how the portion of the project to be funded by the SNC can be implemented by itself.

3. Indication of the land tenure held (See Item 12 on this checklist for more information)

4. Status of technical documents and agreements

Applications that have completed all applicable planning, such as issuance of all necessary permits, completed and adopted environmental documentation, necessary resolutions, and all other items included in the application checklist will be scored higher.

- a) Commitments from project partners (type of documentation flexible)
- b) CEQA compliance
- c) Permitting
- d) Property restrictions and/or encumbrances, easements, mineral rights
- e) Availability of labor and materials

Points will be awarded based on the degree to which the project is implementable on a timely basis.

D. Cooperation and Community Support (Maximum of 10 points)

1. Describe demonstrated community support and project partners.
2. Describe the efforts to include various stakeholders in planning and/or implementation of the project. Provide information on the following:
 - a. Consultation and cooperation with local, State, and federal agencies, including methods used to solicit participation.
 - b. The use of stakeholders in designing and/or implementing the project, including methods used to solicit participation.
3. Any project opposition, explanation of the nature of the concerns, and how they have been addressed.
4. Explain how the project will provide educational opportunities about the Sierra Nevada, the SNC, and the project area for children, schools, and communities.
5. Describe the potential affect the project may have upon various plans, including general plans, recreation plans, urban water management plans, and groundwater management plans, as well as the potential impact these plans may have on the long term sustainability of the project.
6. Explain how the benefits of the completed project would be communicated to local and regional media; elected and agency officials from within the region; elected and agency officials from outside the region; non-governmental and business partners; and others.

Points will be awarded based on the degree to which the project exhibits cooperation and community support. (For projects that have confidentiality requirements, applicants should consult with SNC staff prior to submission).

E. Project Management and Adequacy of Design (Maximum of 10 points)

Describe the capability of applicant agency and/or partners to provide for all relevant aspects of an integrated management process that includes project planning, acquisition, restoration, monitoring, operation, and maintenance. The applicant should demonstrate that staff or partners involved in the project will utilize all the applicable basic elements of a project management process. Provide information on the following:

- Fiscal partners and their roles in the project as related to the workplan
- Applicant's or partners' demonstrated ability or type of training received to implement the proposed project.
- All elements of a management process including:
 - The appropriate up-front planning that demonstrates the project need;

- The expertise needed to complete the project within the applicant's organization or its partners';
- Utilizing appropriate design to obtain maximum sustainability of the proposed project;
- A demonstrated ability to design the project to minimize impact to the natural and cultural resources;
- Construction techniques that utilize aesthetic design and compatible or renewable material resources (for site improvement/restoration projects); and
- A monitoring and maintenance process that keeps the proposed project at intended standards.

Points will be awarded based on the degree to which the project demonstrates management capacity and adequacy of design.

F. Sustainability, Long-Term Management and Maintenance (Maximum of 10 points)

1. Describe how the project is sustainable (involves an activity that can be repeated over a long period of time without causing damage to the environment and community). Describe the sustainability of the project in the context of the surrounding land uses including the potential impacts to surrounding lands and the potential impact that future activities on surrounding lands may have on the project area.
2. Site improvements and properties acquired with grant funds, including less than fee title acquisitions, must be maintained to protect the value of the resource. Long-Term Management Plans for site improvement/restoration projects shall be for a minimum of 10 years or for a period determined to be necessary for successful project implementation. Long-Term Management Plans for property or easement acquisitions shall be in perpetuity. Requirements for the Long-Term Management Plan are as follows:
 - a. Describe the long-term management plan (e.g., weed control, mosquito abatement, fencing, etc.) of the resource, including:
 - i. What is planned for the long-term management?
 - ii. Who will perform the long-term management? Describe the individual's or organization's experience in managing this type of resource.
 - iii. How will the ongoing management be funded?
 - b. What, if any, future modifications/improvements may be considered for the resource (e.g., habitat improvement/restoration, recreation, public access, etc.)? How would the property continue to meet the program requirements with these improvements?

- c. For conservation easements, describe your plan for stewardship, and address ongoing funding to support the terms and conditions of the stewardship plan.

Points will be awarded based on the degree to which the project demonstrates sustainability and provides for long-term management.

G. Model Project Values (Maximum 5 points)

Describe how the project is useful as a model in the program area or in other sub-regions, if appropriate (i.e. innovative partnerships, approaches, problem-solving or research).

Points will be awarded based on the degree to which the project represents a potential model or utilizes innovative approaches.

4. ☐ Project Summary

Provide a summary (one-page maximum) that explains the project. The summary will not be scored.

5. ☐ Project Location Map

Provide a city or county map with enough detail to allow a person unfamiliar with the area to locate the project, and to understand the basic land uses surrounding the project.

6. ☐ Site Plan (For Site Improvement/Restoration Projects)

For projects involving restoration, provide a drawing or depiction indicating scale, project orientation (north-south), what work the grantee will accomplish, where the work will be done and the approximate square footage of any improvements that are part of the grant scope. The plan should also indicate access points to the site if appropriate.

7. ☐ Topographic Map

(For site improvement/restoration projects)

Submit a topographic map (applicant to specify scale) that is detailed enough to identify the project elements as described in the grant scope, and include all parcels (owned or leased) that are part of the project site. As applicable, depict the project in relation to surrounding resources, including the affected watershed and where the project is located within the watershed. Also, include information on vegetated areas, creeks, wetlands and other features, including archaeological sites and existing roads and trails. Describe and locate any existing buildings on the project site.

OR

(For acquisition projects)

Submit a topographic map (applicant to specify scale) showing parcels to be acquired. As applicable, depict the project in relation to surrounding resources, including the affected watershed and where the project is located within the watershed. Also, include information on vegetated areas, creeks, wetlands, and other features such as archaeological sites and existing roads and trails. Describe and locate any existing buildings on the project site.

8. ☐ Photos of the Project Site

Submit no more than 10 photos to show the area(s) to be restored, protected, or acquired.

9. ☐ Cost Estimate

Provide details on project costs; sample cost estimates for acquisition and site improvement/restoration projects follow. List grant funds and the amount of other sources of funds to be used on the project. Contingency funds are included as a line item to cover unforeseen expenses or unanticipated increases in costs.

Sample Cost Estimate

FORM FOR LAND ACQUISITIONS

Safe Drinking Water, Water Quality and Flood Supply, Flood Control, River and Coastal Protection Bond Act of 2006

Project Title: Sample				
Assessor's Parcel Number(s)	Acreage	Indicate fee or Easement	Willing Seller Name and Address	
Acquisition Cost Estimate				
	Total Costs	SNC Grant	Other Sources of Funds (specify by name)	
1. Estimated Fair Market Value of property				
2. Relocation Costs				
3. Preliminary Title Reports				
4. Escrow Fees, Title Insurance, Closing Costs				
5. Surveying (limited boundary line adjustment)				
6. Direct Administrative Staff and Consultant Costs (limited to 15% of grant)				
7. Costs for State Approval of Appraisal, Transaction Review etc. (use \$10,000 per escrow)				
8. Contingency (Not to exceed 10%)				
9. Grand Total				

SAMPLE PROJECT BUDGET **Site Improvement/Restoration Projects**

Project Name:

Funds Received	Amount
Source 1	\$
Source 2	\$
Source 3	\$
Total Funding	\$

Project Expenses (by category)	Amount
Expense 1	\$
Expense 2	\$
Expense 3	\$
Directly Related Administrative Expenses (not to exceed 15% of grant)	
Contingency (not to exceed 10% of grant)	\$
Total Cost	\$

10. ☐ **Real Estate Appraisal** (For Acquisition Projects)

Submit a copy of a real estate appraisal conducted by a California licensed real estate appraiser. Applicants may provide an estimated value at the time of application, but must provide a completed appraisal, for state review as soon as possible. All appraisals will require state review and approval prior to the noticed SNC Board Meeting at which the grant application would be considered for authorization.

11. ☐ **Acquisition Schedule, Parcel Map, and Willing Seller Letter** (For Acquisition Projects)

Provide an acquisition schedule outlining the acreage and parcel number(s) to be acquired, estimated acquisition date, and appraised value of each parcel to be acquired. If applicable, include the estimated cost of any relocation resulting from displacement of any eligible person or business. Land or interests in land acquired with grant funds shall be acquired from a willing seller. Provide a letter from the seller(s), which indicates a willingness to sell or other documentation that the property is for sale. All acquisitions, including less than fee title (easements) shall be in perpetuity. In addition, for easements, submit a copy of the proposed easement language. Easement agreements must guarantee the authority, in perpetuity, to use the property for the purposes specified in the application.

Please consult with SNC staff for examples of conservation easement types.

12. ☐ **Land Tenure** (For Site Improvement/Restoration Projects)

Applicants must certify to the SNC that they have adequate tenure to, and site control of, properties to be improved.

Adequate tenure includes, but is not limited to:

- Fee title ownership.
- An easement necessary for completion of the project consistent with the terms and conditions of the grant contract.
- Agreements where the applicant has adequate site control* for the purposes of the project.

* Adequate site control is the power or authority to: Conduct activities that are necessary for completion of the project consistent with the terms and conditions of the grant contract.

If property is owned in fee title, applicants can include the recordation number(s) on the application form or on a separate sheet attached to the application form. Recordation numbers are found on the deed or may be obtained through the applicable county recorder's office. If property is not owned in fee title, provide documentation (lease, easement, agreement, etc.) verifying that the land tenure

requirement has been met.

Land Tenure Requirements – Alternate Process

When an applicant does not have tenure at the time of application, but intends to establish tenure via an agreement that will be signed upon grant authorization, the applicant may choose to follow the alternate land tenure process by:

- Submitting a copy of the proposed agreement, as well as letters from the applicant and the prospective landlord in which each commits to sign the proposed agreement should the application be successful.

Once a project has been authorized for funding, the applicant must submit a fully-executed agreement which meets the land tenure requirements within 30 days of Board authorization to execute the grant contract.

13. ☐ **California Environmental Quality Act (CEQA) Compliance**

The applicant is required to comply with CEQA for all projects. Applicants should consult with SNC staff as soon as possible regarding the appropriate process and documents required. Applicants are also encouraged to refer to <http://ceres.ca.gov/ceqa/> for additional information about CEQA review.

State or local agency applicants must complete the CEQA process by filing a Notice of Exemption or a Notice of Determination with the State Clearinghouse no later than two weeks prior to the noticed SNC Board Meeting at which the Board would consider project applications.

The SNC will generally serve as a responsible agency for purposes of CEQA compliance for Proposition 84 SNC grants. However, in extenuating circumstances, the SNC may serve as a lead agency.

14. ☐ **Leases or Agreements**

Provide a list of all other leases, agreements, memoranda of understanding, etc., affecting project lands or the future operation and maintenance thereof (if applicable), excluding those relevant to land tenure, which should be included under item 12 (page 29). If not applicable, state that it is not applicable, and provide the reason(s) why.

15. ☐ Regulatory Requirements

Provide a list of existing and additional required permits, whether an application has been filed, contact information for the permitting agency staff, information on the status of each application, and an indication of when permit approval is expected. If not applicable, state that it is not applicable, and provide the reason(s) why. Examples of potential permitting agencies include:

- California State Lands Commission
- California Department of Fish and Game
- US Fish and Wildlife Service
- US Army Corps of Engineers
- Regional Water Board
- State Historic Preservation Office
- California Native American Heritage Commission
- Local government agencies

D. Selection Process for Competitive and Category 1 Strategic Opportunity Grants

- Applicants submit a complete grant application to the SNC by the deadline. (Fixed deadline applies only to Competitive Grants.)
- Application reviewed by staff for completeness and eligibility.
- Complete, eligible applications evaluated by the SNC staff. In evaluating projects, SNC staff may involve other parties as necessary and appropriate.
- In evaluating applications, SNC may consider authorizing partial funding with concurrence from grant applicant and with agreement that meaningful progress toward the goal can be made.
- Site visits will be scheduled as necessary and appropriate; scores may be adjusted as a result of the site visit.
- The SNC staff recommends projects for funding to the Board.
- The Board determines the final authorizations.

III. Category 2 and 3 Strategic Opportunity Grants Application Requirements, Checklist, and Selection Process

SOG grants will be available on an on-going basis contingent upon availability of funds. SOG Category 2 and 3 grants are intended to provide the SNC flexibility to address various needs and time-sensitive opportunities for all project types except acquisition and site improvement/restoration grants in all program areas consistent with Proposition 84. Acquisition and site improvement/restoration projects are covered under Competitive Grants and Category 1 SOGs.

Category 2 and 3 SOGs may be used for activities including, but not limited to:

- Initial project planning & development
- Environmental review
- Appraisal services
- Capacity-building
- Educational efforts
- Research
- Publications
- Events
- Procurement of equipment to ensure protection of water resources and related landscapes
- Monitoring and assessments

In addition, Category 2 SOGs **only** may be used for funding for staff, provided that the staff activity results in tangible outcomes consistent with Proposition 84 and that the funding is one-time in nature.

SOG Category 2 grants are for projects less than \$50,000, and SOG Category 3 grants are for projects \$50,000 or more. There is no upper limit on Category 3 SOG authorization size, subject to fund availability.

A. SOGs and the Application Process

Applicants should first consult with SNC staff to determine the specific information needed prior to a grant application. This may include a pre-project description not more than one page long. Applicants will then submit a grant application, which will be evaluated by the SNC staff for completeness and compliance with program requirements.

All application materials and forms will be available from the SNC Web site or SNC offices by request. Some application items may be submitted electronically. Please consult with SNC staff to coordinate submittal and ensure receipt. Hard copies of all signature pages must be sent to the SNC and postmarked by the posted due date. If submitted as a hard copy, the application should be an unbound original with all appropriate signatures, and delivered to the SNC at: 11521 Blocker Drive, Suite 205,

Auburn, CA 95603.

B. Application Checklist

The project application shall consist of one copy of each of the items listed on the checklist (below), in the order in which they appear on the checklist. Each item is described in more detail on the following pages, with examples where appropriate.

1. ☐ Application Form
2. ☐ Authorization to Apply or Resolution
3. ☐ Project Proposal
4. ☐ Project Summary and Budget
5. ☐ Long-Term Plan
6. ☐ California Environmental Quality Act (CEQA) Compliance

1. ☐ **Application Form**

The application form must be completed and signed by the applicant's authorized representative.

**SIERRA NEVADA CONSERVANCY
PROPOSITION 84 PROGRAM APPLICATION**

(Each site shall be considered a project; each project will have its own application.)

1. PROJECT NAME	2. PROJECT TYPE <i>(Check 1 box only)</i> Strategic Opportunity Grants Category 2 <input type="checkbox"/> Category 3 <input type="checkbox"/>						
3. TYPE OF ACTIVITY <table style="width:100%; border: none;"> <tr> <td style="width:33%; vertical-align: top;"> <input type="checkbox"/> Initial project planning & development <input type="checkbox"/> Environmental review <input type="checkbox"/> Appraisal services <input type="checkbox"/> Capacity-building </td> <td style="width:33%; vertical-align: top;"> <input type="checkbox"/> Educational efforts <input type="checkbox"/> Research <input type="checkbox"/> Publications <input type="checkbox"/> Events </td> <td style="width:33%; vertical-align: top;"> <input type="checkbox"/> Procurement of equipment to ensure protection of water resources & related landscapes <input type="checkbox"/> Other <i>(please specify)</i> _____ </td> </tr> </table>		<input type="checkbox"/> Initial project planning & development <input type="checkbox"/> Environmental review <input type="checkbox"/> Appraisal services <input type="checkbox"/> Capacity-building	<input type="checkbox"/> Educational efforts <input type="checkbox"/> Research <input type="checkbox"/> Publications <input type="checkbox"/> Events	<input type="checkbox"/> Procurement of equipment to ensure protection of water resources & related landscapes <input type="checkbox"/> Other <i>(please specify)</i> _____			
<input type="checkbox"/> Initial project planning & development <input type="checkbox"/> Environmental review <input type="checkbox"/> Appraisal services <input type="checkbox"/> Capacity-building	<input type="checkbox"/> Educational efforts <input type="checkbox"/> Research <input type="checkbox"/> Publications <input type="checkbox"/> Events	<input type="checkbox"/> Procurement of equipment to ensure protection of water resources & related landscapes <input type="checkbox"/> Other <i>(please specify)</i> _____					
4. APPLICANT <i>(Agency name, address, and zip code)</i>							
5. APPLICANT'S AUTHORIZED REPRESENTATIVE <table style="width:100%; border: none;"> <tr> <td style="width:45%; text-align: right;"><i>Name and title – typed or printed</i></td> <td style="width:25%; text-align: right;"><i>Email Address</i></td> <td style="width:30%; text-align: right;"><i>Phone</i></td> </tr> </table>		<i>Name and title – typed or printed</i>	<i>Email Address</i>	<i>Phone</i>			
<i>Name and title – typed or printed</i>	<i>Email Address</i>	<i>Phone</i>					
6. PERSON WITH DAY-TO-DAY RESPONSIBILITY FOR ADMINISTRATION OF THE GRANT <i>(If different from Authorized Representative)</i> <table style="width:100%; border: none;"> <tr> <td style="width:45%; text-align: right;"><i>Name and title – typed or printed</i></td> <td style="width:25%; text-align: right;"><i>Email Address</i></td> <td style="width:30%; text-align: right;"><i>Phone</i></td> </tr> </table>		<i>Name and title – typed or printed</i>	<i>Email Address</i>	<i>Phone</i>			
<i>Name and title – typed or printed</i>	<i>Email Address</i>	<i>Phone</i>					
<table style="width:100%; border: none;"> <tr> <td style="width:45%;">7. Grant Request Amount</td> <td style="width:55%;">\$ _____</td> </tr> <tr> <td>Other Sources of Funds Amount</td> <td>\$ _____</td> </tr> <tr> <td>TOTAL PROJECT COST</td> <td>\$ _____</td> </tr> </table>		7. Grant Request Amount	\$ _____	Other Sources of Funds Amount	\$ _____	TOTAL PROJECT COST	\$ _____
7. Grant Request Amount	\$ _____						
Other Sources of Funds Amount	\$ _____						
TOTAL PROJECT COST	\$ _____						
8. PROJECT ADDRESS <i>(Include zip code)</i>							
9. COUNTY	NEAREST INCORPORATED CITY (Is project within city limits?)						
10. SUMMARY OF WORK TO BE COMPLETED <i>(Items of work to be completed with SNC Proposition 84 Funds. Do not include Project merits.)</i>							

I certify that the information contained in the Application, including required attachment, is accurate.

Signed *(Authorized Representative)*

Date

Name and Title *(print or typed)*

2. ☐ **Authorization to Apply or Resolution**

Provide a copy of documentation authorizing applicant to submit application.

Sample authorizing resolutions follow. In the event that a resolution is not feasible, a letter signed by a board officer indicating the board's support of the project, and authorizing submittal of the project grant application, would be acceptable.

*For grant application coming from Non-Governmental Organization – Sample
Resolution for Governing Board (Board of Directors)*

SAMPLE RESOLUTION

Board of Directors Resolution No. _____

<p>In the matter of: A RESOLUTION APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE _____ GRANT PROGRAM UNDER THE _____ ACT OF _____ [DATE]</p>	<p>Resol. No: _____ Date: _____</p>
---	---

The following RESOLUTION was duly passed by the Board of Directors of the
_____ [NGO name] at a regular meeting held
_____ [date], by the following vote:

Ayes: _____

Noes: _____

Abstentions: _____

Absent: _____

Signed and approved by:

Chair, Board of Directors

WHEREAS, the Legislature and Governor of the State of California have provided Funds for the program shown above; and

WHEREAS, the Sierra Nevada Conservancy (SNC) has been delegated the responsibility for the administration of a portion of these funds through a local assistance grants program, establishing necessary procedures; and

WHEREAS, said procedures established by the Sierra Nevada Conservancy require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the SNC; and

WHEREAS, the Applicant, if selected, will enter into an agreement with the SNC to

carry out the project; and

WHEREAS, the _____ [NGO name] has identified the _____ [project name] as valuable toward meeting its mission and goals.

BE IT HEREBY RESOLVED by the Board of Directors of the _____, [NGO name] that this Board:

1. Approves the submittal of an application for the _____ project; and
2. Certifies that Applicant understands the assurances and certification requirements in the application; and
3. Certifies that Applicant or title holder will have sufficient funds to operate and maintain the resource(s) consistent with the long-term benefits described in support of the application; or will secure the resources to do so; and
4. Certifies that Applicant will comply with all legal requirements as determined during the application process; and
5. Appoints _____, or designee, as agent to conduct all negotiations, execute and submit all documents, including but not limited to: applications, agreements, payment requests, and so on, which may be necessary for the completion of the aforementioned project(s).

PASSED AND ADOPTED by the _____ [NGO name] on the ____th day of _____, 20__.

*For grant application coming from county government – Sample Resolution for
Governing Board (Board of Supervisors)*

SAMPLE RESOLUTION

Before the Board of Supervisors

County of _____, State of California

In the matter of: A RESOLUTION
APPROVING THE APPLICATION FOR
GRANT FUNDS FOR THE

Resol. No: _____

GRANT PROGRAM UNDER THE

Ord. No: _____

OF _____ ACT
[DATE]

First Reading: _____

The following RESOLUTION was duly passed by the Board of Supervisors of the
County of _____ at a regular meeting held _____ [date], by the following
vote on roll call:

Ayes: _____

Noes: _____

Abstentions: _____

Absent: _____

Signed and approved by me after its passage.

Chair, Board of Supervisors

ATTEST:
Clerk of said Board

WHEREAS, the Legislature and Governor of the State of California have provided
Funds for the program shown above; and

WHEREAS, the Sierra Nevada Conservancy (SNC) has been delegated the
responsibility for the administration of a portion of these funds through a local
assistance grants program, establishing necessary procedures; and

WHEREAS, said procedures established by the Sierra Nevada Conservancy require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the SNC; and

WHEREAS, the Applicant, if selected, will enter into an agreement with the SNC to carry out the project; and

WHEREAS, the County has identified the _____ [project name] project as valuable toward meeting its mission and goals.

BE IT HEREBY RESOLVED by the Board of Supervisors of the County of _____, State of California, that this Board:

1. Approves the submittal of an application for the _____ project; and
2. Certifies that Applicant understands the assurances and certification requirements in the application; and
3. Certifies that Applicant or title holder will have sufficient funds to operate and maintain the resource(s) consistent with the long-term benefits described in support of the application; or will secure the resources to do so; and
4. Certifies that Applicant will comply with all legal requirements as determined during the application process; and
5. Appoints _____, or designee, as agent to conduct all negotiations, execute and submit all documents, including but not limited to: applications, agreements, payment requests, and so on, which may be necessary for the completion of the aforementioned project(s).

3. ☐ Project Proposal

Provide a written proposal, which answers each question or responds to each statement in the SOG project proposal and evaluation criteria as it pertains to the project.

Limit the project proposal to no more than 10 pages, 8 ½" x 11" paper, single-sided, double-spaced, with 12-point font. Attachments do not count as part of the 10 pages.

Proposal Evaluation Criteria

In evaluating proposals for Category 2 and 3 SOG funding, the SNC will use the criteria listed below. However, a point system will not be utilized due to the ongoing nature of the grant application process. SOG recommendations will be made at the discretion of the SNC staff and the Executive Officer, consistent with the Strategic Plan and Proposition 84 Grants Guidelines.

A. Land and Water Benefits

Describe how the project contributes to the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources. Include how the project provides direct and indirect benefits, avoids adverse impacts, and addresses existing or potential threats to water and watersheds and other natural resources. Describe how the investment of public funds will lead to long-term benefits.

B. SNC Program Goals

Describe how the project addresses one or more of the SNC program goals listed below. Projects that provide multiple benefits will be given priority.

1. Provide increased opportunities for tourism and recreation.
2. Protect, conserve, and restore the region's physical, cultural, archaeological, historical, and living resources.
3. Aid in the preservation of working landscapes.
4. Reduce the risk of natural disasters, such as wildfires.
5. Protect and improve water and air quality.
6. Assist the regional economy through the operation of the SNC's program.
7. Undertake efforts to enhance public use and enjoyment of lands owned by the public.

C. Cooperation, Community Support, and Leveraging

1. Describe demonstrated community support and project partners.
2. Describe the efforts to include various stakeholders in planning and/or implementation of the project. Provide information on the following:

- a. Consultation and cooperation with local, State, and federal agencies, including methods used to solicit participation.
 - b. The involvement of stakeholders in designing and/or implementing the project, including methods used to solicit participation.
3. Describe any monetary and/or in-kind support that is a part of the project.
Note: Other contributions to the project are not required to receive a grant; however, projects that include other sources of funds will be more competitive.
4. Identify the source and amount of funds already committed to the project and the expected timing of those funds. Cite specific dollar amounts for cash contributions, in-kind services, volunteer effort, technical expertise, etc.
5. Explain how the project will be completed using grant funds and other sources of funds, and explain the timing of availability of all funding.

4. ☐ **Project Summary and Budget**

Provide a summary (one-page maximum) that describes key elements of the project, including a proposed budget.

5. ☐ **Long-Term Plan**

If appropriate, please describe how this project contributes to a larger long-term goal. Describe what the next steps for the project would be, and how your agency or organization would support these.

6. ☐ **California Environmental Quality Act (CEQA) Compliance**

Applicants should consult with SNC staff as soon as possible regarding the appropriate process and documents required. Applicants are also encouraged to refer to <http://ceres.ca.gov/ceqa/> for additional information about CEQA review.

The SNC will generally serve as a responsible agency for purposes of CEQA compliance for Proposition 84 SNC grants. However, in extenuating circumstances, the SNC may serve as a lead agency.

C. **SOG Selection Process**

- SNC assesses grant applications for completeness and eligibility.
- In evaluating applications, SNC staff may involve other parties as necessary and appropriate.
- SNC may consider authorizing partial funding with concurrence from grant applicant and with agreement that meaningful progress toward the project goal can be made.
- Site visits may be scheduled, as necessary and appropriate.
- The SNC staff recommends projects for funding to the Board (or Executive Officer as appropriate).
- The Board (or Executive Officer under delegated authority) authorizes funding for

successful applications. Grants of \$50,000 or more must be authorized by the Board, which may be done at any noticed Board Meeting.

IV. Grants Contracts Process

Once a grant is authorized, a contract for the grant amount will be entered into between the SNC and the grantee. The grant contract will include a detailed description of the property to be acquired, and/or the scope of work to be accomplished. It will also contain certain standard State contract language and a Payee Data Record (Std. 204).

SNC will prepare the contract, which will then be signed by the grantee and returned to SNC for approval.

A. Sample Grants Contracts

Sample grants contracts for each project type are available separately (and called **Sample Grants Contracts**) for those who desire as much information about requirements as possible in the event that their grants are authorized. The sample contracts are provided to highlight particular contract provisions, and are not intended to substitute for a project-specific contract. Each contract will have unique characteristics pertinent to the individual contract. The contract provisions cover topics such as advances, payments, and accounting and audit requirements.

V. Glossary of Terms

Unless otherwise stated, the terms used in this Application Packet shall have the following meanings:

Acquisition – To obtain fee title interest or any other interest in real property including Easements, leases and development rights. All rights obtained, whether purchased, donated, or otherwise conveyed are to be permanent. Rentals do not constitute Acquisition.

Applicant – Eligible entities as defined by the SNC program.

Application – The individual Application form and its required attachments for Grants pursuant to the SNC Program.

Authorized Representative – The designated position authorized in the Resolution to sign all required Grant documents including, but not limited to the Grant Contract, the Application form, payment requests, and Grant Completion Packet forms. The Authorized Representative may designate an alternate by informing Snc in writing.

Board – The governing body of the Sierra Nevada Conservancy as authorized by PRC Section 33321.

Bond or Bond Act - Proposition 84, Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coast Protection Bond Act of 2006

Capital Improvement Projects that utilize Grant funds for Acquisition of land or Site Improvements.

CEQA – the California Environmental Quality Act as stated in the Public Resources Code Section 21000 et seq.; Title 14 California Code of Regulations Section 15000 et seq. CEQA is a law establishing policies and procedures that require agencies to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental and Historical Resources that may occur as a result of a proposed project to be undertaken, funded, or approved by a local or state agency. For more information, refer to <http://ceres.ca.gov/ceqa/>.

Conservation Easement - Any limitation in a deed, will or other instrument in the form of an Easement, restriction, covenant or condition which is or has been executed by or on behalf of the owner of the land subject to such Easement and is binding upon the successive owners of such land, and the purpose of which is to retain land predominantly in its natural, scenic, historical, agricultural, forested or open-space condition. (Civil Code Section 815.1)

Competitive – A process whereby Projects are ranked and selected based upon program specific criteria.

Conservancy – Sierra Nevada Conservancy as defined in PRC Section 33302 (b).

Contract – An agreement between the Conservancy and the Grantee specifying the payment of funds by the Conservancy for the performance of the Project Scope within the Contract Performance Period by the Grantee.

Contract Performance Period – The period of time during which the grant scope eligible costs may be incurred, and the work described in the grant scope must be completed. Eligible costs incurred during this period may be funded from the grant.

Contract Term – The period of time that includes the Contract Performance Period, plus time for all work to be billed and paid by the state. This period is the same as the beginning and ending dates of the contract.

Easement - An interest in land entitling the holder thereof to a limited use or enjoyment of the land in which the interest exists.

Executive Officer - The person appointed the manager of the SNC.

Fair Market Value - The value placed upon property as supported by an appraisal that has been reviewed and approved by the California Department of General Services or other designated authority.

Eligible Costs – Expenses incurred by the Grantee during the Contract Performance Period of an approved Contract, which may be reimbursed by the Conservancy. (See page 3)

Grant – Funds made available to a Grantee for Eligible Costs during a Contract Performance Period.

Grantee – An entity that has a Contract for Grant funds.

Grant Scope – Description of the items of work to be completed with Grant Funds as described in the Application form and cost estimate.

Historical Resource – Includes, but is not limited to, any building, structure, site, area, place, artifact, or collection of artifacts that is historically or archaeologically significant in the cultural annals of California.

In-Kind – Donations that are utilized on the project, including materials and services. These donations shall be eligible only as Other Sources of Funds.

Nonprofit Organization - a private, nonprofit organization qualified to do business in California and qualified exempt status under Section 501(c)(3) of Title 26 of the United States Code.

Other Sources of Funds - Cash or In-Kind contributions that are necessary or used to complete the acquisition or site improvement/restoration project beyond the Grant Funds provided by this program.

Preservation - Rehabilitation, stabilization, Restoration, development, and reconstruction, or any combination of those activities.

Project– The work to be accomplished with Grant funds.

Project Manager– An employee of the SNC, who acts as a liaison with the Applicants or Grantees and administers grant funds, ensures compliance with guidelines and the Grant Contract.

Proposition 84 - See Bond.

Protection - Those actions necessary to prevent harm or damage to rivers, lakes, and streams, their watersheds and associated land, water, and other natural resources, or those actions necessary to allow the continued use and enjoyment of property or natural resources and includes acquisition, restoration, preservation and education.

Public Agencies – Any city, county, district, or joint powers authority; State agency; or federal agency.

Region - Sierra Nevada Region as defined in PRC Section 33302 (f).

Regional Significance – providing benefits that affect all or a substantial portion of the SNC region.

Restoration - The improvement of physical structures or facilities and, in the case of natural systems and landscape features includes, but is not limited to, Projects for the control of erosion, the control and elimination of invasive species, prescribed burning, fuel hazard reduction, fencing out threats to existing or restored natural resources, road elimination, and other plant and wildlife habitat improvement to increase the natural system value of the property.

Site Improvements - Project activities constituting restoration or protection or both.

SNC – Sierra Nevada Conservancy.

Stewardship Plan - Means a plan to provide ongoing implementation and management associated with the Acquisition of a Conservation Easement or Site improvement/restoration Project.

Total Project Cost – The amount of the Other Sources Of Funds combined with the Grant request amount that is designated and necessary for the completion of a Project.

Trail – A thoroughfare or track for pedestrian (including assistive mobility devices), skating or skateboarding, equestrian, skiing, canoeing, kayaking, bicycling or off highway vehicle activities.

Tribal Organization - Indian tribe, band, nation, or other organized group or community, or a tribal agency authorized by a tribe, which is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians and is identified on pages 52829 to 52835, inclusive, of Number 250 of Volume 53 (December 29, 1988) of the Federal Register, as that list may be updated or amended from time to time.

Working Landscape(s) - Lands producing goods and commodities from the natural environment (most commonly farms, ranches, and forests). For many communities, these lands are an important part of the local economy, culture, and social fabric.

Trail – A thoroughfare or track for pedestrian (including assistive mobility devices), skating or skateboarding, equestrian, skiing, canoeing, kayaking, bicycling or off highway vehicle activities.

Tribal Organization - Indian tribe, band, nation, or other organized group or community, or a tribal agency authorized by a tribe, which is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians and is identified on pages 52829 to 52835, inclusive, of Number 250 of Volume 53 (December 29, 1988) of the Federal Register, as that list may be updated or amended from time to time.

Working Landscape(s) - Lands producing goods and commodities from the natural environment (most commonly farms, ranches, and forests). For many communities, these lands are an important part of the local economy, culture, and social fabric.

Background

During the 2006-07 fiscal year, the SNC developed and implemented its first Action Plan comprised of seventeen action items identified in the SNC's five-year Strategic Plan. Items in the Action Plan were of an organizational nature, and identified in the Strategic plan to help the SNC prepare for ongoing business. Thirteen of the Items were completed and four will be carried over into the 2007-08 Action Plan. Most items identified in the 2007-08 Action Plan will be Programmatic in nature, focusing on accomplishing tasks associated with the SNC's seven program areas. The updated plan contains 10 items with specific timelines for completion.

Carryover Items from 2006-07 Action Plan

Goal 1.1 - Determine location of a permanent headquarters location that will meet the SNC's needs and add economic value to the community.

Goal 3.2 - Based on this assessment and the information technology assessment, work with communities to develop a plan to address technological, communication, and technical assistance needs.

Goal 4.1 - Develop, in collaboration with other organizations, environmental, economic and social well being indices to monitor the progress in the various program and geographic areas. The indices will identify the key indicators to be monitored and measured and clearly identify performance standards.

Goal 4.2 - Develop a program activity tracking system to ensure equitable distribution, over time, of resources across the Region, Sub-Regions and programs recognizing the need to act based on opportunity, available funding and regional difference.

2007-08 Action Plan Goals

The 2007- 08 Action plan contains a total of fourteen goals including four carried-over from 2006-07. Ten of these goals are from the Program Areas identified in the Strategic Plan. Many of the Program areas have similar goals related to identifying funding and resources. These goals have been combined into one goal for inclusion in the Action Plan. Implementation of the Conservancy's \$17 million grant program is also identified as a separate goal. The remainder of the Program Goals will require several years to complete and are ongoing in nature. The SNC will track progress in all goal areas and report regularly.

Reporting Progress

Staff will report progress at each Board meeting and post progress reports on the SNC Website.

Recommendation

Adopt 2007-08 Action Plan and authorize staff to take actions necessary to successfully implement it.

Sierra Nevada Conservancy

Action Plan

July 2007 – June 2008

2007 -08 Budget Overview

2007-08 SUPPORT FUNDS

FUNDING SOURCE: CA. ENVIRONMENTAL LICENSE PLATE FUND

SIGNIFICANT ANTICIPATED EXPENDITURES

		\$ in Thousands
STAFF & OPERATING EXPENSES		\$1,929
CONTRACTS & COMMUNITY SUPPORT		\$1,400
INTERAGENCY AGREEMENTS	-\$300	
PROGRAM IMPLEMENTATION	-\$900	
COMMUNITY SUPPORT	-\$200	
FACILITIES OPERATION		\$245
EQUIPMENT & VEHICLES		<u>\$330</u>
TOTALS, 2007-08 SUPPORT FUNDS		\$3,904
REIMBURSEMENT AUTHORITY		<u>\$ 200</u>
TOTALS, SUPPORT FUNDING		\$4,104

Proposition 84 Funding

FUNDING SOURCE: SAFE DRINKING WATER, WATER QUALITY & SUPPLY, FLOOD CONTROL, RIVER & COASTAL PROTECTION FUND OF 2006

STAFF & OPERATING EXPENSES	\$500
GRANT FUNDING	<u>\$17,000</u>
TOTALS, 2007-08 BUDGET CHANGE PROPOSAL	\$17,500
TOTALS, GOVERNOR'S BUDGET	\$ 21,2604

Organizational and Staffing Overview

In order to successfully implement the 2007 – 2008 Action Plan, the SNC will use a combination of full time staff, retired annuitants and consultants. We will continue to work collaboratively with a variety of state, federal and local agencies, as well as non-governmental partners in gaining assistance, information and expertise.

The Executive Officer is primarily responsible for overseeing the effective completion of the 2007-2008 Action Plan. The Assistant Executive Officer and Program and Area Managers will have responsibility for coordinating and monitoring implementation of the 2007-2008 Action Plan. All SNC staff will consider the implementation of the action plan as a top priority.

Progress on implementing the Action Plan (and the Strategic Plan) will be regularly reported to the Board and on the SNC website.

The Process

As mentioned above, the SNC will work collaboratively with a wide range of partners in carrying out the actions called for in the 2007-2008 Action Plan. These actions will be completed through the implementation of projects funded by SNC Proposition 84 grants, providing facilitation and coordination support, participating in and sponsoring numerous meetings, conferences, and workshops, and providing technical support. It is also anticipated that outreach efforts in the state's major metropolitan areas will continue to occur in order to assure that these areas recognize the important benefits that accrue from the region.

Organizational Strategic Goals

Seventeen Action Items were identified in the 2006-2007 Action Plan for completion. Significant progress has been made on most of those items, however completion of some will carry over into the 2007-2008 Action Plan.

Program Goals

The 36 actions called for in the program area of the Strategic Plan do not have specific timelines associated with them. SNC staff has identified a number of those actions that will be completed in 2007-08. These represent actions for which a clear deliverable is identified. Most of the remaining goals are ongoing in nature and will be achieved as part of the implementation of the SNC program, primarily through the awarding of grant funds. The SNC will continue to focus on implementing a single program across all of the issue areas, ensuring over time, equitable distribution of resources programmatically and geographically.

2007 -08 Actions

Overarching Actions

- Successfully award \$17 million in Proposition 84 funds for projects that will contribute to the implementation of the SNC mission and the objectives of Proposition 84. (July 2007 – June 2008)
- Develop and make available a list of resources, consultants, organizations, etc. with skills, expertise and knowledge to assist communities with projects consistent with SNC Program Goals (October 2008)
- Identify specific funding sources that may complement the SNC activities in order to achieve Program Goals (October 2007)

Organizational Actions (Continued from 2006-07)

- Based on the education and the information technology assessment, work with communities to develop a plan to address technological, communication, and technical assistance needs (January 2008)
- Develop, in collaboration with other organizations, environmental, economic and social well being indices to monitor the progress in the various program and geographic areas. The indices will identify the key indicators to be monitored and measured and clearly identify performance standards (January 2008)
- Determine location of a permanent headquarters location that will meet the SNC's needs and add economic value to the community (June 2008)

Programmatic Actions

- Identify critical information needs at the regional and community level to assist in assessing resource protection needs (January 2008)
- Develop a strategy to work in partnership with other governmental agencies, non-governmental organizations, and other interested parties to identify information, assistance and resources needed to support community projects that protect, conserve and restore the regions important resources (January 2008)
- Develop a strategy to partner with local governments to identify information, technical assistance and resources that would be of value in local land use decision making (January 2008)
- Identify and support incentive-based programs that complement and enhance regulatory efforts to achieve environmental protection and sustainability goals. (January 2008)

- Develop and make available a comprehensive guide to recreational and tourism opportunities in the Sierra, in cooperation with other organizations within the region (June 2008)
- Identify incentives to private and public landowners to manage the upper watershed to increase natural water storage and groundwater recharge (June 2008)
- In cooperation with local governments, identify strategies to reduce the wildland-urban interface fire risk created by building structures that are within or encroach upon adjacent wildlands. (June 2008)

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Overview

Measuring the affect of the Conservancy's programs and monitoring region conditions is a critical aspect of a successful program. Goal 4.1 of the Conservancy's Strategic Plan tasks the SNC to "develop, in collaboration with other organizations, environmental, economic and social well-being indices to monitor the progress in the various program and geographic areas. The indices will identify the key indicators to be monitored and measured and clearly identify performance standards."

As reported at the May meeting, staff is presenting a proposed approach for developing Environmental, Economic, and Social Indices and Performance Measures. Since the May meeting, the SNC has engaged a team of experienced professionals to prepare a plan for the development of indices and performance measures. Staff has been communicating with partners throughout the Region during grants guideline workshops and public meetings to gain insights on development of performance measures appropriate for the Sub-Regions and Region as a whole.

Staff has also been involved with updating and distributing the Sierra Business Council's (SBC) State of the Sierra Report, and participated in the Region wide workshop series organized by SBC. A segment of each workshop focused on appropriate indicators to be used in the region and community.

Excerpts of a presentation to be made at the July meeting are included with this agenda item.

Implementation

Staff will develop a scope of work for a competitively bid contract to complete this task. Development of the indices will include an inventory of existing work completed and underway in the Region and a needs assessment. Staff will work with the consultants to develop appropriate interim performance measures prior to the solicitation of grant proposals in the fall. An initial set of indices and performance measures is expected by January 2008. The indices and performance measures will be developed using a transparent process, proving ample opportunity for public comment and participation.

The staff has worked with the team to prepare a presentation on the process that will be presented to the Board at this meeting.

Recommendation

This is an Informational item only; however any direction from the Board at this time would be helpful in developing the final plan. Status reports will be provided to the Board at each Board meeting.

Introduction

Why?

Audience

- Board
- Management
- Staff
- Partners
- Public

Value

- Accountability
- Focus actions
- Focus funding
- Sub-regional priorities

Introduction

Basis of understanding...

- An *indicator* is a measure of overall system health or condition. *Indices* are groups of indicators.
- *Performance and outcome measures* tie directly to program and project goals.
- At SNC, the direction is clear:

Goal 4.1: To develop in collaboration with other organizations, environmental, economic, and social well-being indices ... and clearly identify performance standards.

What Gets Measured, Gets Done!

Approach Summary

System Indicators

What is the condition of the system?

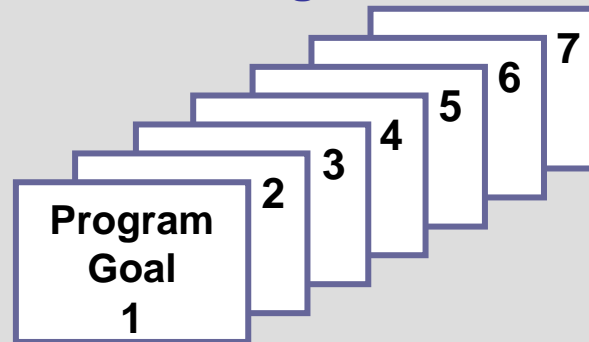
SNC Region & Sub-Regions
✓ Economic ✓ Social ✓ Environmental



Program Performance Measures

Are we on track with Program Goals?

Strategic Plan



Project Outcome Measures

Are projects achieving the results expected?

Projects

Funded Project

Funded Project

SNC Project

Monitoring and Feedback

Benefits

- Strategic realignment
- Clarify regional, sub-regional priorities
- Improved learning and decision making
- Program modification
- Organizational accountability



Background

At the October 2006 Board Meeting, the Board authorized the Executive Officer to take actions necessary to prepare an application for a specialized license plate to the Department of Motor Vehicles (DMV) and appointed a Board committee consisting of Boardmembers Sher and Yamaguchi to provide guidance to staff.

At the December 2006 Board Meeting the Board authorized the Executive Officer to take actions necessary, in consultation with Board committee, to produce a license plate design to be presented to the Board for approval at the February Board Meeting. In addition, staff was directed to work with interested parties to explore options for the creation of a non-profit entity to oversee the license plate effort and meet the fiduciary responsibilities of collecting funds and transferring them to the SNC.

At the February 2007 Board Meeting the Board provided general direction to the Committee and staff regarding design elements including a representation of water, snow-capped mountains, native vegetation, and/or native wildlife. The Board also provided direction to the Executive Officer to work with the Sierra Fund in development of a marketing campaign.

At the May 2007 Board Meeting the Board was updated on development of the plate design and consultations with DMV and California Highway Patrol (CHP) regarding design guidelines, production methods, and timelines for production. Discussion was also held regarding consistency with SNC logo. The Board directed staff to continue developing a variety of design alternatives and to provide the Board with a preferred design at the July 2007 meeting.

SNC Responsibilities

Under provisions of the law, the SNC has the following responsibilities:

- Submit an application to DMV, requesting approval of a specialized plate, including plate design.
- Submit at least 7,500 paid license plate applications to DMV within 1-year of DMV's approval of the proposed plate.

Public funds may not be expended in the marketing of the specialized plates.

Once 7,500 applications have been submitted to DMV and a specialized plate has been issued, funds raised through plate sales and renewals (less the amount needed to defray DMV's costs of producing and administering the specialized plate), are available for appropriation to the SNC. During any fiscal year, the SNC may use up to 25% of the funds made available to it from the license plate fees to cover "administrative costs, marketing, or other promotional activities associated with encouraging applications for or renewal of the specialized plate."

It should also be noted, that according to DMV, once they have certified that at least 7,500 valid registrations have been submitted, it will be approximately 9-months before the first plate will be issued.

Design

Under provisions of the statute, the license plate may include a distinctive design, decal, or descriptive message in a space not larger than two inches by three inches to the left of the numerical series and a space not larger than five-eighths of an inch in height below the numerical series. Staff and the committee have worked with consultants and the winner of the SNC logo campaign to develop a design that meets statutory requirements and represents an attractive alternative for California motorists. A recommended design is being presented to the Board at this meeting (design will be provided to board and public at the meeting and is not included in this agenda item).

Marketing

As noted above, state funds may not be expended for the marketing of the license plate. Therefore, the SNC has entered into a Memorandum of Agreement with the Sierra Fund to provide the framework for a successful campaign and clearly identifying the responsibilities of the SNC and the Sierra Fund. The SNC and the Sierra Fund are working with consultants to develop a marketing campaign plan.

Staff and Committee Recommendation

Staff and the Committee recommend that the Board approve the proposed License Plate design concept, authorizing staff to finalize the design in consultation with DMV and necessary graphic art consultants. Further, staff is directed to continue coordination on the development and implementation of a license plate marketing campaign with the Sierra Fund and other partners.

Background

In December 2005, the Conservancy Board adopted a general delegation of authority to the Executive Officer to carry out the regular administration of the Conservancy's operations. In the area of Conservancy contracts, the delegation authorized the Executive Officer to enter into contracts and agreements: (1) to carry out the express resolutions of the Board, and other general authority delegated by the Board to the Executive Officer; (2) for administrative purposes; and (3) for program and project development, in amounts not to exceed \$50,000.

At the time it adopted the delegation of authority, the Board reserved all final decision-making with respect to grants, but with the understanding that a future modification of the delegation would likely occur before the commencement of the Conservancy's Grants program.

Since 2005, the Board has adopted two resolutions supplementing the Executive Officer's contracting authority, in order to address interim and time-sensitive needs. On October 5, 2006, the Board authorized the Executive Officer to enter into contracts for services and related agreements as necessary and appropriate for the implementation of any action item specified in the Conservancy's 2006-07 Action Plan (adopted July 20, 2006). On May 3, 2007, the Board authorized the Executive Officer, on an interim basis, until July 26, 2007, to enter into contracts and agreements, consistent with the Conservancy's Strategic Plan, for consulting, needs assessment, and technical support.

At the December 7, 2006 meeting, the Board was advised that staff would be recommending an update to the Executive Officer's general delegation of authority during 2007. The revised delegation, which is presented in this agenda item, modifies the staff's standing authority in order to address the Conservancy's evolving administrative needs, as well as the needs associated with implementing the Grants program under Proposition 84. The text of the revised delegation, as proposed, appears in Attachment "A."

Discussion

The revised Delegation of Authority modifies the Executive Officer's authority with respect to both contracts and Grants, as described below.

- **Contracts:** To enable staff to respond to all program needs in a manner which is both timely and efficient, and consistent with the priorities already approved by the Board, the Executive Officer would have standing authority to enter to contracts and agreements as necessary to implement the SNC Strategic Plan and the annual Action Plans, consistent with budgetary and statutory authority.

- Grants: Primary authority with respect to Grants would remain with the Board. However, the Executive Officer would be authorized to take certain limited actions, subject to the general policymaking role of the Board, including the authority:
 - 1) To award Grants, in amounts not to exceed \$50,000, and consistent with the Program and Grants Guidelines adopted by the Board, for purposes other than the acquisition or improvement of real property; *provided*, that the Board will be notified of any such awards at the next regularly scheduled Board meeting.

This delegated authority would allow the staff to respond to requests and needs for local assistance Grants which arise on short notice, and which raise the least budgetary implications or other issues.

 - 2) To take specified actions with respect to Grants previously issued by the Conservancy, as necessary to carry out the purposes of the original Grants.

Under the existing delegation of authority, the Executive Officer may take any lawful action on behalf of the Conservancy, with respect to grants previously approved by the Board, provided that the action lies within the scope of the Board's original authorization. This allows the Executive Officer, for example, to extend the timeline of a grant project, or to make other technical changes in grant agreements and project implementation.

The existing authority does not, however, enable the Executive Officer to take certain other minor or technical actions which may be needed, often on a short-term basis, to carry out or even to preserve the purpose of the original project, where the Board's objectives are already understood from the original Board action. Under the proposed revision, therefore, the Executive Officer would have authority, in order to carry out the purpose of the original grant:

- to amend or modify grant agreements, including increases of up to 10% in the amount of granted funds; *provided*, that funding is budgeted and available to support the increase, and the purpose of the project remains unchanged;
- to authorize Conservancy grantees to accept or convey various types of leases, licenses, and other interests, from or to third parties (note: this would ordinarily be occurring in the case of a grant for acquisition or improvement of land);
- consistent with the Conservancy's enabling statute, to reassign title to property acquired through a Conservancy grant, in the event that the grantee entity violates an essential term of the grant agreement or goes out of existence.

(Note: in the last category above, the circumstances may be such that the Conservancy must respond immediately in order to prevent serious impairment of the project, and/or loss or damage of property acquired with public funds. In such cases, the legal and practical requirements which govern the scheduling of Conservancy Board meetings might make it difficult, if not impossible, for the Conservancy to take the needed action in sufficient time.)

In addition to the changes to the delegation of authority in the areas of contracts and grants, as described above, staff is recommending one wording change in the area of budgeting and finance. To more accurately reflect the State budgetary process, the resolution would be revised to state that the Conservancy Board reserves the right to "review and provide direction on" the agency's annual budget – rather than the existing phrase, "review and approve," which may be misunderstood as supplanting the authority of the administration and the Legislature

Recommendation

In order to ensure effective implementation of the Conservancy's programs, including the administration of grant funds, it is recommended that the Board approve the revised Delegation of Authority (attached).

Sierra Nevada Conservancy
DRAFT RESOLUTION 2007-____
Adopted
July 26, 2007

Sierra Nevada Conservancy

Revised Delegation of Authority to the Executive Officer
July 26, 2007

[PROPOSED LANGUAGE IN BOLDFACE]

"The Sierra Nevada Conservancy hereby delegates to the Executive Officer the authority to administer the regular and day-to-day affairs and responsibilities of the Conservancy, including the functions and powers specified below, as necessary or appropriate for the sound management of the agency. The authority delegated herein shall be carried out in a manner consistent with applicable laws and regulations, State procedures, and Conservancy policies.

"The Executive Officer may delegate to other staff any part of his or her functions, powers, or authority, but the Executive Officer shall at all times be responsible for assuring that the affairs of the Conservancy are fully and faithfully discharged.

"The foregoing delegation to the Executive Officer includes the authority:

1. To appoint other Conservancy staff; to assign duties and functions to staff; to establish procedures governing staff operations; and to administer all Conservancy personnel matters.
2. To administer and oversee the Conservancy's budgetary and fiscal affairs, subject to the right of the Conservancy board to review and **provide direction on** the proposed annual budget.
3. To execute contracts and other instruments or documents on the Conservancy's behalf, as

necessary in order to carry out the resolutions of the Conservancy board, or any other authority delegated herein.

4. To administer and manage all real and personal property within the Conservancy's ownership or control; and to enter into agreements for the management of property owned or controlled by the Conservancy, including construction or maintenance of Conservancy facilities, *provided that*, prior to the execution of such agreements, the Conservancy shall have authorized the expenditure of funds for the purpose.
5. To lease and sub-let office space, to purchase or lease equipment, and to procure other materials, supplies, and technical services, **and to enter into contracts for such purposes, in such amounts as may be** necessary or appropriate to meet the ongoing needs of administration.
6. To enter into contracts for technical or other services, as needed for the purpose of program and project development or **planning**:
 - a. **in such amounts as may be necessary to carry out the Conservancy's Strategic Plan, Action Plan, or other adopted plan or policy resolution of the Conservancy board; and**
 - b. **in amounts not to exceed \$50,000 per contract, including extensions and amendments (or such other amount as may hereafter be authorized by the Conservancy), for program and project development or planning other than under (a) above.**
7. To apply for funds for the support of the Conservancy's programs and projects; to negotiate and enter into agreements to accept funds, to make representations in support of such applications or agreements, to assign or accept the assignment of grant funds and applications, and to meet agreed conditions; *provided*, that (a) all expenditures not previously authorized by the Conservancy, or

within the Executive Officer's delegated authority, shall remain subject to Conservancy authorization; and (b) any agreement which, at the time it is executed, requires further Conservancy authorization before it can be implemented, shall be rescindable in the Conservancy's sole discretion and without liability to the Conservancy.

8. To prepare and issue public notices of Conservancy board meeting, and meeting agendas.
9. To place on the Conservancy's consent calendar (if any) matters which the Executive Officer believes to be non-controversial, subject to the right of any Conservancy board member to remove any item from the consent calendar, and subject to such other direction as the Conservancy may provide from time to time.
10. To reimburse members of the Conservancy board and members of advisory boards or committees established by the Conservancy, for their actual and necessary expenses, including travel expenses, incurred in attending board or committee meetings or in carrying out the other duties of their office; and to arrange for compensation to be paid, in the statutory amount, to members of the Conservancy who are entitled to compensation for attending meetings of the board.
11. To make determinations regarding the applicability of exemptions from the requirements of the California Environmental Quality Act (CEQA); and to prepare, circulate and file all documents which are necessary to comply with CEQA, *provided*, that the Conservancy reserves the authority to review, certify and adopt necessary findings in connection with environmental impact reports and negative declarations.
12. To provide and make available technical information, expertise, and other non-financial assistance to public agencies, nonprofit organizations, and tribal organizations to

support program and project development and implementation.

13. To award grants and enter into grant agreements, for purposes other than the acquisition or improvement of land, consistent with the Conservancy's enabling legislation and the grant and program guidelines adopted by the Conservancy board; *provided*, that the total amount granted under any such grant or grants to any grantee, for a specific purpose or project, shall not exceed \$50,000; and *provided further*, that the Conservancy board shall be notified of each such grant by the next Conservancy board meeting.
14. With respect to any grant previously authorized by the Conservancy, in order to carry out the purposes of the board authorization:
 - a. to amend and modify the terms of any such grant, including increases in grant awards of up to 10 percent; *provided*, that funds are available, within the budgeted appropriation, to cover any such increase; and *provided further*, that the original stated purpose of the grant remains unchanged;
 - b. to authorize Conservancy grantees to accept from or convey to other appropriate entities or parties, on appropriate terms, leases, licenses, easements, options, and similar instruments or interests;
 - c. to exercise a power of termination, pursuant to Public Resources Code section 33344(e), on account of a grantee's breach of a material term or condition in a Conservancy grant for acquisition of real property; or to trigger the re-vesting of title to real property acquired through a Conservancy grant for acquisition of real property, pursuant to Public Resources Code section 33344(f), on

account of the grantee organization going out of existence;

- d. to designate the entity which will receive an interest in real property, pursuant to the exercise of a power of termination under Public Resources Code section 33344(e) or the re-vesting of title to property under Public Resources Code section 33344(f).

15. To prepare, certify, and file documents pertaining to the adoption, amendment or repeal of regulations, and to conduct public hearings to receive comments on proposed rulemaking, as necessary to support the rulemaking activities and actions of the Conservancy.
16. To oversee the management of the Conservancy's records and to respond to requests for inspection or copies of Conservancy records under the California Public Records Act.
17. To represent the adopted positions of the Conservancy or, in the absence of such adopted positions, the views of the Conservancy staff, in communications with the Legislature, other public entities, and the public.
18. In coordination with the Office of the Attorney General, or other duly approved counsel:
 - a. to defend against any legal actions brought against the Conservancy;
 - b. as necessary in order to protect Conservancy property or other interests against damage or loss, and with prior notification to the Conservancy, to file and prosecute legal actions on the Conservancy's behalf; and
 - c. to settle small claims court actions on the Conservancy's behalf, *provided*, that the Conservancy shall be notified of any such settlement no later than the following Conservancy board meeting.

19. With respect to monetary or non-monetary claims arising outside of litigation: to grant, deny, settle or compromise such claims if they are brought against the Conservancy; and to pursue, settle, or compromise such claims if they are brought on the Conservancy's behalf; subject to such dollar limits as the Conservancy may, by resolution, require for specific categories of claims; and *provided*, that the Conservancy shall be notified of any such settlement no later than the following Conservancy board meeting.
 20. To designate a member of the staff to serve as Acting Executive Officer, or one or more members of the staff to perform specified functions of the Executive Officer, in the event that the Executive Officer is absent or becomes unable to perform his or her regular duties. In the event of the death or incapacity of the Executive Officer, any such designation shall survive, unless it expires by its own terms, or is rescinded or modified by the Conservancy board."
-

Background

At the May 2007 SNC Board meeting Board members indicated an interest in discussing how the SNC develops its meeting agenda and how items brought forward by the public are addressed. It was also suggested that a review of the Board meeting structure at the July meeting would be timely.

The SNC began holding Board Meetings in May of 2005. Prior to the hiring of full time SNC staff, agendas for the meeting were prepared by staff of the Resources Agency in consultation with Chairman Chrisman. Beginning with the December 2005 Board Meeting, staff of the SNC assumed responsibility, in consultation with the Chairman, for preparation of the agenda.

Also, with the June 2006 Board Meeting, the SNC began holding Board meetings throughout the Sierra Nevada Region, rotating between Sub-Regions. The format was also changed to include a one-half day field tour, with a business meeting the following day. The SNC has now held Board Meetings in each of the six Sub-Regions.

Agenda Preparation

Agendas for Board Meetings are prepared by SNC staff, in consultation with the Chairman, and generally include the following:

- Regular Updates on SNC Activities (Chairman's Report, Executive Officer's Report, AG Report and Action Plan Implementation Update).
- Items Needing Board Approval or Direction (this includes such item as the Strategic Plan, Guidelines, Logo, etc.)
- Information Items on Matters of Importance to the SNC (but which do not require action or direction)
- Information Briefings from Key Partners (Sub-Region briefings and federal agency overviews)

Items presented to the Board for action, direction or information is generally accompanied by a staff report and relevant supporting documents, describing the issue and providing a recommendation.

Public Comment Opportunities

At a recent Board Meeting the SNC was urged to take a specific action during the public comment period (create a task force on clearcutting). In instances such as this, without

specific direction from the Board, staff considers whether such an item should be placed on the agenda following the process outlined above.

Board Meeting Structure

The Board currently meets over a two day period, usually beginning with an afternoon field tour that includes a local social activity, followed the next morning by a business meeting. The field tours are designed to provide the Board with a local perspective on various issues related to the SNC mission. These tours are publicly noticed and are of course open to the public.

The Board business meeting represents an opportunity for the Board to take necessary actions, receive relevant information and generally discuss matters of interest in carrying out the SNC's mandate. The Board may take action or provide direction to SNC staff on items that are included on the agenda. All business meetings are publicly noticed.

The SNC has used two-member committees of the Board to assist staff in addressing major issues such as the Strategic Plan, Headquarters office selection and license plate development. In addition, all Boardmembers (except the chair) were assigned a Sub-Region as part of the Program and Grants Guidelines development.

Discussion

Some issues the Board may wish to consider include the following:

- Does the Board wish to continue the current two day format, including field tour?
- Does the Board wish to continue to rotate meetings amongst the Sub-Regions?
- Are agenda items presented in a manner adequate to understand the issue and the action needed from the Board?
- Should there be a more formal process for considering items to be placed on the agenda? Should there be a process for Boardmembers to recommend items for the agenda?
- Are there ways to increase interactivity between Boardmembers, stakeholders and the public?
- Does the Board wish to continue the use of committees? If so, are there suggestions for improvement of this process?
- Does the Board wish to continue Sub-Regional reports?

- Does the Board wish to continue receiving informational briefings from the federal land management agencies?
- Would the Board like to receive similar briefings from state and/or local agencies?

Recommendation

The Board provide staff with appropriate direction on these issues.



Tuolumne County Resource Conservation District

PO Box 4394
Sonora, CA
95370

June 28, 2007

Sierra Nevada Conservancy
11521 Blocker Drive, Suite 205
Auburn, CA 95603

Re: Comments on Proposition 84 Grants and Program Guidelines

Thank you for the opportunity to comment on the proposed Proposition 84 Grants and Program Guidelines. Overall, the Tuolumne County Resource Conservation District (TCRCD) believes the Grant Guidelines and Program Guidelines accurately reflect the intent of both Proposition 84 and the enabling legislation. However, we have two basic comments that we feel should be considered prior to formal adoption of any of the Guidelines.

First, it appears as if the Conservancy is considering that federal agencies may be eligible applicants for grant funding. Section II A of the Program Guidelines defines eligible applicants as follows:

A. Eligible Applicants

The Conservancy may make grants or loans to public agencies, nonprofit organizations, and tribal organizations as defined below:

“Public agency” - means a city, county, district, or joint powers authority State Agency or Federal Agency.

TCRCD believes that the enabling legislation (AB2600) and Proposition 84 did not anticipate utilizing State Bond monies to directly fund federal projects. Certainly, federal agencies such as the Forest Service, National Park Service, and Bureau of Land Management can and should be considered as appropriate partners for the projects and programs funded by the Conservancy. However, TCRCD believes that the Conservancy should not be directly funding federal programs with state taxpayers monies.

Federal agencies have been well represented at the various public meetings that the Conservancy has held throughout the region. Based on their comments, it appears as if these agencies will be looking to the Conservancy to fund existing federal projects or programs that may have had budget cuts over the past several years, or to fund newly defined projects that they cannot convince their respective agencies to fund directly. We are all aware of the fiscal constraints that the various federal agencies are facing these days, but to utilize State of California taxpayers money to backfill the federal budget seems a bit absurd. TCRCD suggests that the definition of “eligible applicants” be revised to remove “federal agencies” as potential primary recipients for funding, and that no funding be allocated to any federal agency unless they are identified as a partner with either a local public agency, a non-profit organization, or a tribal organization as defined in AB2600.

Sierra Nevada Conservancy
June 28, 2007
Page 2

Our second comment focuses on a requested addition to the eligible programs. Currently, funding for the Watershed Coordinator Grant Program (WCGP) through the Department of Conservation has essentially dried up. The watershed coordinators have been extremely successful in securing additional watershed funding. Without support from the WCGP or another funding source, most organizations are not be able to sustain or maintain their coordinators. Not only does this impact the organization's ability to function, but also severely reduces the number of future projects in the watersheds and the amount of funding coming into the area.

TCRCD, a newly created RCD established in 2006, does not currently have a Watershed Coordinator for the Tuolumne or Stanislaus River watersheds. Funding is not available for any new watershed coordinator positions through CALFED or the Department of Conservation – or through any other program. TCRCD suggests that the Conservancy consider full funding for RCD-based Watershed Coordinators within the Sierra region as one of the priority program areas.

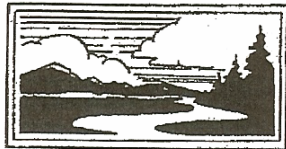
Thank you for the opportunity to comment.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kirk Ford", is positioned above the typed name and title.

Kirk Ford
Chair, Tuolumne County Resource Conservation District
PO Box 4394
Sonora, California 95370
(209)532-8028

FEATHER RIVER



LAND TRUST

P. O. BOX 1826
QUINCY, CA 95971
TEL: 530.283.5758
FAX: 530.283.5745
Email: frlt@frlt.org

Mission Statement

The purpose of the Feather River Land Trust is to conserve, restore, and manage land in the Feather River region in cooperation with willing landowners for the benefit of current and future generations.

Board of Directors

Michael Yost, *President*
Taylorsville

Betsy Kraemer, *Vice President*
Genesee Valley

Tom Wood, *Secretary*
Quincy

Robert Cobb, *Treasurer*
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Trina Cunningham
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Ceci Reynolds
Keddie

Rob Wade
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Staff

Paul Hardy
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Susan Kelley
Director of Development
Quincy

Megan Martinez
AmeriCorps Service
Member
Johnsville

Susan Payne
Executive Assistant
Meadow Valley

Joyce Paczynski
Stewardship Coordinator
Genesee Valley

Protecting the Places that Make the Feather River Country Special

July 2, 2007

Bob Kingman, Program Manager
Sierra Nevada Conservancy
11521 Blocker Drive, Suite 205
Auburn, CA 95603
Fax: 530-823-4665

Re: Comments on Sierra Nevada Conservancy Proposition 84 Grants Guidelines, Public Review Draft, May 31, 2007.

Dear Mr. Kingman:

Thank you for the opportunity to comment on the May 31, 2007 Public Review Drafts of the Sierra Nevada Conservancy's *Program Guidelines, Proposition 84 Grants Guidelines* and *Proposition 84 Grants Application Packet*. We think you did a thorough job of preparing these materials and thank you for your thoughtful effort to incorporate previous public comments. We would also like to thank the SNC staff for providing so many opportunities to comment on the development of these guidelines.

Below are a few comments and suggestions about the current draft guidelines.

Grant Guidelines

1. Acquisition Projects

The *Grant Guidelines*, as currently written, apparently do not allow for reimbursements of acquisition projects. For conservation acquisitions in particular, timing can often make or break a deal. Land conservation organizations often need to act quickly to protect threatened lands and must front acquisition costs. These costs can be a considerable hardship to smaller non-profit organizations, such as FRLT. We suggest that the SNC take this issue under consideration and make grants available for the reimbursement of interim financing (e.g., bridge loans, program related investments, etc.) incurred for conservation acquisitions in advance of a grant award. We suggest the following language for this provision, which could be added to Page 3, Section II.B.3 under Statutory Requirements, after grant requirements (a) through (d), and at the beginning of the paragraph now starting with "The project funded with grant funds may only be transferred....."

"Grants for the acquisition of real property may include grants to pay down or retire real property debt incurred by an eligible applicant in connection with applicant's acquisition of a real property interest satisfying the above requirements, which places such property at risk of foreclosure."

Program Guidelines

1. Conservancy Approval

(Page 13). "The terms under which the interest in real property is acquired shall be subject to the conservancy's approval." We have questions about the meaning of this sentence. At what stage in the acquisition process must conservancy approval be granted? With what terms of the acquisition will the conservancy be concerned? We suggest that the conservancy provide greater insight into the implementation and intent of this requirement.

Application Packet

1. Real Estate Appraisal

(Page 27). The guidelines require that applicants submit a copy of a real estate appraisal. As I'm sure you know, the timing of completing appraisals can be lengthy and we can easily imagine a scenario where an appraisal might not yet be completed by the time of application. Our question is this: What if it is not done? Can applicants submit a letter from an appraiser with an estimated value, with full appraisal to be submitted at a later date? Perhaps as an alternative, you could require that completed appraisals be submitted before funding is released, but allow applicants to provide an estimated cost value at the time of application.

2. CEQA Compliance

(Page 30). Is the SNC willing to serve as the lead agency in cases where a non-profit is the applicant? We suggest that the SNC be willing to serve in this capacity if necessary. A public agency must work as the "lead agency" in filing CEQA document. In situations where a non-profit is the applicant, this can be difficult to obtain. There have been situations in which local counties have refused to serve as the lead agency because they feel that they have no real role in the project. Such a scenario has the potential to halt important conservation projects and the willingness of the SNC to serve as lead agency may be critical to completing such projects.

3. Contract Performance Period

Will there be a designated amount of time in which applicants must spend grant funds? We suggest a minimum of 2.5 years to complete a project and that a maximum time limit for project completion also be indicated.

4. Water Rights

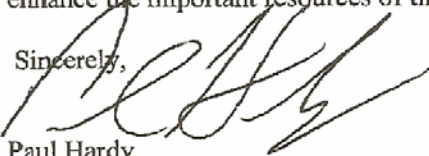
We recommend adding acquisition of water rights as eligible under the Acquisition section of the grant application.

General Comments

1. We suggest that the SNC hold public workshops or webconferences to train applicants and grantees on contracting, invoicing, reporting, etc.
2. We suggest that the SNC develop payment processes that reduce the burden of cash flow issues for grantees. We support the SNC in using the cash advances.

Thank you again for the opportunity to review and comment on these guidelines and for the time and effort you put into their development. We look forward to working with you to protect and enhance the important resources of the Sierra Nevada!

Sincerely,



Paul Hardy
Executive Director



SIERRA NEVADA ALLIANCE

Keeping light in the range.

July 2, 2007

Re: Comments on SNC Grant Application and Sample Contracts

Dear Sierra Nevada Conservancy staff,

The Sierra Nevada Alliance appreciates the multiple opportunities to provide comments on the SNC's program and project guidelines as well as draft grant application and sample contracts. We commend the Conservancy for the thorough job they have done to prepare these documents in an organized, fluid, and understandable manner. In particular, the diagram demonstrating different grant types and their relationship to the grant guidelines is very helpful. We further appreciate the extra effort to make the documents user-friendly by color-coding and section tabs.

There are a few comments we would like to offer in order to help improve and finalize the Grant Application for the Conservancy.

Grant Application: General

Grant Workshops and Training

The Sierra Nevada Alliance supports the SNC's tentative plans to set up a second Web Conference Q&A on how to respond best to the SNC's grant application. In addition, we would like to recommend the SNC host a workshop (virtual or in-person) to train applicants and grantees on contracting, reporting, invoicing, and setting up the drug-free program as required by the state.

Table of Contents and Checklist

OK In the current Table of Contents, please add another section title after Section IIIA to be entitled: "Application Checklist". This will make the section headers consistent between Section II and III. It will clarify that the items listed in 1-6 are all part of the Category 2 and 3 Checklist. This can serve as a quick reference for the different requirements of the two applications. This will also further clarify from the beginning that there are separate checklists for each type of grant application.

2-10-07
OK **Time-limit**

In the grant application, please include a reference to the maximum time limit for projects proposed to the SNC for each grant type.

Competitive Grants and Category 1 Strategic Opportunity Grants Application Requirements, Checklist, and Selection Process.

Eligible Projects

For the acquisition grants under Competitive Grants, please add water rights acquisition to the list of eligible project types. As discussed in the Web Conference, you may want to insert a caveat that these types of acquisitions require the applicant to identify and have set up the legal mechanism by which they will make the purchase.

This change should be made in the Project Guidelines document as well as the Grant Application.

Program?
Funds?

Clarify Section Titles

The Table of Contents for the Grant Application could be more user-friendly if the Section Titles II and III began with the type of grants they are addressing rather than the same words: "Application Process...".

For example, Section II would read: Competitive Grants and Category 1 Strategic Opportunity Grants Application Requirements, Checklist, and Selection Process.

Section II would read: Category 2 and 3 Strategic Opportunity Grants Application Requirements, Checklist, and Selection Process.

By putting the type of grant up front in the title, it differentiates the sections at a glance.

Reorganize the sections on *Cooperation and Community Support and Implementability*

It seems that Section C. *Cooperation, Community Support, and Leveraging* and Section D. *Implementability* have some redundancy in the area of demonstrating financial viability of the project and demonstrating community support.

In fact, there are three sections in which the SNC asks for information on the budget (Section C, D, and Cost Estimate). They do not currently refer to each other. Neither section C nor D refers to the Cost Estimate attachment, leading to uncertainty as to how the score for C or D is taken into account the Cost Estimate attachment.

One example of redundancy regarding money, is where the *Cooperation, Community Support, Leveraging* Section asks for monetary and in-kind support of the project; identification of funding source and expected timing; and how project will be completed using grant funds. In addition, in the second sentence of the *Implementability* section, it states, "If a project depends on other funding sources, describe how the portion of the project to be funded by the SNC can be implemented by itself." It seems that this discussion would be an extension of the applicant's response in *Cooperation, Community Support, Leveraging* Section about available funding.

Another example of crossover regarding money can be seen where the *Implementability* section requests the applicant to report on the “status” of the budget and schedule in D.9 and D.10. If the SNC is asking for a status report on funds committed to the project, this is duplicative with Section C *Cooperation, Community Support, Leveraging* where it asks, “Identify the source and amount of funds already committed...”. If the SNC is asking for a status on how much funding has been spent on this project to date, we would suggest clarifying the intent of this item. If the SNC is looking for a budget, that is covered in the Cost Estimate Attachment and should be referred to in the question.

In the same section, where the SNC is requesting the “status” of the Schedule, it is unclear whether the SNC is asking for a full project schedule or simply a narrative.

In addition to the crossover of budget questions between C and D, the needed clarification about status of budget and schedule, there is no place in this grant application that requests a workplan. A workplan is the central piece of a project proposal that can outline the process by which the applicant intends to do its’ work and demonstrate the project’s implementability. Furthermore, a workplan is another place where the reviewer can really check to see if the applicant is truly planning to implement all they say they will for the long-term maintenance of the project, monitoring, and appropriate project management.

To address the seeming overlap between the sections on *Implementability* and *Cooperation* as well as ensure that the grant application requests information on workplan and schedule, we make the following recommendation for reorganization:

We suggest the SNC include the budget discussion items along with schedule and workplan in the *Implementability* Section and remove it entirely from the Section on *Cooperation and Community Support*.

This reorganization also generates the following associated recommendations:

- Take “Leveraging” out of the title of the section on *Cooperation and Community Support*.
- Move questions regarding funding (C.3, C.4, C.5) out of the section on *Cooperation and Community* into the section on *Implementability* under Budget (see example below).
- Reorder the sections so *Implementability* comes before the section on *Cooperation, Community Support*. This way, after the grant reviewer reads through how the project relates to the SNC’s goals, they will then read the section on *Implementability*, which will include a description of the bones of the project ie. workplan, budget, and schedule. After which, the reviewer will have better context for the section on *Cooperation* and will provide context for any discussion of opposition.
- Move Budget and Schedule items to the top of section on *Implementability* with the questions that were moved from the section on *Cooperation* (C.3, C.4, and C.5) (see example below).
- In the budget section, add a sentence clarifying that other state funds will be acceptable as leverage for the proposed project. On many state grants, there is a restriction from using other state funds as leverage.

- We suggest the SNC request a full schedule along with a Workplan in the *Implementability* section. Often, it is more streamlined for the grantee to present these items together in various configurations with the budget. Without a workplan, it is hard to understand what the tasks of a project are and how long they will take. While this may be less important for acquisitions, which typically follow generally structured process, it will be more important for SOG grants in Category 1, 2, and 3. A workplan and its relationship to the budget and schedule demonstrate a project's implementability and maturity.
- Move Item 11 under Acquisition projects and item 4 under Site Improvement / Restoration Projects into the section on Cooperation and Community Support. Both items ask the applicant to describe project opposition (Grant Application p. 17). This discussion has stronger links to *Cooperation and Community Support* in which the applicant must discuss efforts to include various stakeholders and demonstrate support from the community. If there is any opposition to the project, it should be discussed in the section on *Cooperation* in relation to the support and public process for the project.
- With the reduction to the *Cooperation* section and expansion of the *Implementability* section, the scoring should reflect these changes. We recommend changing *Implementability* section to 15 points and *Cooperation and Community Support* section to 10 points

Below, we have provided a reorganized version of the Acquisition section on *Implementability* to demonstrate some of our recommendations for reorganization:

Example for Reorganization

Implementability

....

Acquisition Projects

1. Workplan and Schedule

- a. In the workplan, describe the project's tasks, deliverables, and schedule
- b. Address the factors affecting the acquisition's timeline and completion, and how these factors will be addressed. Describe how the project will be implemented in a timely manner.

2. Budget

This section refers to the Cost Estimate Attachment. Please reference the budget document to support your narrative answers.

- a. Describe any monetary and/or in-kind support that is a part of the project. Note: Other contributions to the Project are not required to receive a grant; however, projects that include other source of funds will be more competitive.
- b. Identify the sources and amount of funds already committed to the purchase and maintenance of the project and the expected timing of those funds. Cite specific dollar amounts for cash contributions, in-kind services, volunteer effort, technical expertise, etc.
- c. Explain how the project will be completed using grant funds and other resources of funds and plain the timing of availability of all funding.

- d. If a project depends on other funding sources, describe how the portion of the project to be funded by the SNC can be implemented by itself.

3. Status of technical documents and agreements

Applications that have completed all necessary planning, including appraisals, issuance of all necessary permits, completed and adopted environmental documentation, necessary resolutions, letters of intent, and all other items included in the application on checklist will be scored higher.

- a. Agreements and commitments from project partners
- b. CEQA Compliance
- c. Appraisal
- d. Preliminary title report
- e. Property restrictions and/or encumbrances, easements, mineral rights
- f. Negotiations of terms of sale, option to purchase or easement with a willing seller
- g. Phase I or Phase II Environmental Assessment (Toxics Report)

We recommend a similar reorganization for the section on Site Improvement / Restoration Projects also.

Lastly, in the *Implementability* section, please clarify how the SNC would like the applicant to demonstrate the Commitments from partners. Does the applicant need to submit a support letter or simply include a statement of which partners are committed. Or is the way in which it is demonstrated optional? If it is optional, please state that.

Project Management and Adequacy of Design

In Section E. Project Management, first specifically request the applicant to list the fiscal partners and their roles in the project as related to the workplan. This will provide a clarifying opener for the applicant to demonstrate the partners' ability to implement the project.

Templates: Budget, Schedule, and Drug-Free Workplace

We recommend the SNC grant application include templates for the budget, schedule, and drug-free workplace program documents. The templates should be offered as guides but not necessarily require the grantees to fill them in that exact format.

The existing budget and schedule templates that are provided in the grant application are acquisition-focused; the SNC should include more general budget templates that can apply to different types of projects.

Furthermore, we recommend the SNC make the budget templates reflect the financial reporting and invoicing requirements that will be required in the contracts. For example, if the state's financial invoicing and reporting requires a cost category format (ie. salary, contracts, direct costs, contingency), the project proposal budget template should also be organized in this manner. If the invoicing and financial reporting can be done in a task format or cost category format, then we recommend the SNC clarify this choice in the grant application and the example contracts. The task format of budgeting and reporting would be preferable as it is easier to relate directly to a workplan.

ck- According to state requirements, the grantee must set up a program and guidelines for a Drug Free Workplace. We recommend the SNC provide template for such a Drug Free Workplace Program, guidelines, and sign-on sheets. This will streamline the programs that are set up and ensure they are all based on the same standard. It will also greatly reduce the burden on the grantees to start their own program.

In the Cost Estimate section of the grant application and budget template, please include a explanation of the intent and allowable proposed request for “contingency” funds.

We recommend the SNC include in the budget template, a note or line item denoting the maximum percentage billable for administrative costs as stated in the body of the grant application.

Category 2 and 3 Strategic Opportunity Grants Application Requirements, Checklist, and Selection Process

Eligibility

? ✓ For the Category 2 and 3 Strategic Opportunity Grants, please specifically call out monitoring and assessments as eligible project types. It is important that citizen-based monitoring programs be able to apply for funding under the SOG grants. This would fund monitoring-related costs such as equipment and data analysis. (Grant Application p. 34)

Both these changes can be made in the Project Guidelines document as well as the Grant Application document

Project Proposal ... and Budget

Change the Title of A.4 (p. 34) from “Project Summary” to “Project Summary and Budget”. It is important that applicants be able to ascertain at a glance from this checklist the main components required for this type of application. A budget is a significant item that is requested along with the project summary. Therefore, it should be mentioned in the title of the item.

Proposal Evaluation Criteria

Please clarify why there are no number scoring in the description of the Proposal Evaluation Criteria for Category 2 and 3 SOGs. If there will be no number scoring for these grants, please describe the evaluation criteria process by which the SNC will evaluate the proposals differently from the Competitive Grants and SOG Category 1 grants.

Sample Contracts

Cash Flow

We recommend the SNC develop payment measures that reduce the burden of cash flow issues for grantees. Cash flow is a challenge for counties, towns, community groups, tribes, special districts, resource conservation districts, and ngos. By offering cash advances in its' example

contracts, the SNC has made it clear it is willing to work with grantees to reduce the obstacle of cash flow constraints. We support the SNC in using the cash advances it proposes in the Sample Contracts. We also recognize the state's need to ensure accountability on the part of the grantee. The current sample contracts outline the following payment processes for each type of grant.

Acquisition – Advance a pay for entire acquisition fees. Invoicing for other expenses

Site Improvement – Up to 90% Advance is allowed

Category 2 and 3 – Up to 50% Advance is allowed. Advance must be spent before invoicing. 10% of invoices will be withheld until the end of the project.

In this structure, the cash flow for Category 2 and 3 grants still concerns us. We would first recommend that towards the end of expending the first 50% of the advance, the grantee be allowed to request a further advance of up to 90% of the project cost.

If a second advance is not a feasible option, we suggest the SNC consider allowing the grantee to spread the funding of the first advance over the life of the grant. This means the grantee would be allowed to receive an advance and simultaneously invoice for actual costs. The advance would be used to buffer the grantee's cash flow as they proceed from reimbursement to reimbursement. To see how this would work, please see the State Water Resources Control Board grant payment process under which they have this type of arrangement.

Under this scenario, the SNC could still withhold 10% of each invoice to ensure accountability at the end of the project. When the grantee reached the point at which the balance of the project equals the advance plus 10% of the project costs, then the grantee would begin spending the advance without reimbursement from the state. The grantee would then report on its expenditures of the advance. Finally, the last 10% of the grant would be reimbursed to the grantee upon completion of the Final Report.

June 28, 2007

Bob Kingman, Program Manager
Sierra Nevada Conservancy
11521 Blocker Drive, Suite 205
Auburn, CA 95603
Fax: 530-823-4665

**Re: Comments on Sierra Nevada Conservancy Proposition 84 Grants Guidelines,
Public Review Draft, May 31, 2007.**

Dear Mr. Kingman:

Thank you for the opportunity to comment on the May 31, 2007 Public Review Drafts of the Sierra Nevada Conservancy's *Program Guidelines*, *Proposition 84 Grants Guidelines* and *Proposition 84 Grants Application Packet*. Thank you also for your thoughtful effort to incorporate previous public comments. At this point, The Nature Conservancy has no additional suggestions to offer on your *Program Guidelines* or *Application Packet*, but we do respectfully submit the following comments on your *Grants Guidelines*. And while your *Sample Grants Contracts* were not sent for public review, we have included additional comments on those documents for your consideration.

Grants Guidelines Comments

1. Definition of Administrative Costs

Section I.E of the *Grant Guidelines* states that "Administration costs, as defined in the *Sample Grants Contracts*, shall not exceed 15%." We found the definitions contained in the *Sample Grants Contracts* to be confusing. For example, in the Sample Acquisition Grant Contract, Exhibit H, there is no mention of a 15% cap on Administration costs, but there is a \$10,000 cap on administrative costs directly related to the project, which include negotiation, surveying, and related transaction expenses. In other included samples -- for example the Sample Site Improvement/Restoration Grant Contract, Exhibit I, and the Sample Planning Grant Contract, Exhibit G -- the maximum allowable amount for administrative costs directly related to the project is 15%.

Assuming administration costs and administrative costs are the same thing, it's unclear if these costs are another term for indirect costs. If not, a clearer explanation would be helpful, including clarification of whether or not they include indirect costs. If indirect costs are unallowable it should be noted that indirect costs are a true cost of doing business. Some entities have indirect cost rates that have been independently negotiated and approved, and are audited on an annual basis, by their cognizant agency (the U.S. federal agency with primary oversight of compliance with that entity's regulations). This rate is accepted by all federal agencies, and while state agencies are not bound to accept

this rate, it is worth consideration since it was audited by external auditors and critically examined by the entity's cognizant agency. These indirect costs can include: salaries and benefits incurred by accounting, grants, legal and other support staff working on the project that, given the nature of their work, would be extremely time consuming and inefficient to charge directly (and in order to comply with the general principles of federal funding could not, in some cases, be charged directly to an award); and other costs that enable these and project staff to implement their work, such as shared office space, communication, and equipment. Additionally, these types of costs are the most difficult for non-profit entities to fundraise. A prohibition against recovering their actual costs therefore leaves non-profits, particularly small ones, at risk of not being able to support the critical functions and infrastructure that allow them to participate in these funding opportunities and carry out important conservation work.

2. Definition of Contract Performance Period

In Appendix B of the *Grant Guidelines*, Glossary of Terms, the Contract Performance Period is defined as "The period of time that the grant scope eligible costs may be incurred, and the work described in the grant scope must be completed, billed and paid by the state." Generally, there is a beginning and end date to any contract during which all costs must be incurred, but that period does not usually include the time it takes to bill or receive payment from the State. Some time is needed once the project is completed for all costs to actually post to a general ledger and then for a subsequent invoice to be prepared and submitted, and the time it takes to actually receive payment from the State is highly variable (payment from the State can sometimes take several months). It could be difficult to factor these into the Contract Performance Period. Perhaps a defined period after the Contract Performance Period (90 days or so) could be specified for submission of final invoices and reports. As far as payment by the State, that would be difficult to predict.

3. Acquisition Projects

The *Grant Guidelines*, as currently written, do not allow for reimbursements of acquisition projects. For conservation acquisitions in particular, timing can often make or break a deal. Sometimes conservation organizations must front the acquisition costs in order to protect valuable conservation lands. These costs can be a considerable hardship to smaller non-profit organizations. TNC requests that the Sierra Nevada Conservancy take this issue under consideration and provide for reimbursements of acquisition costs through this grant program. We have included below suggested language for this provision that could be added to Section II.B.3 under Statutory Requirements, after grant requirements (a) through (d), and at the beginning of the paragraph now starting with "The project funded with grant funds may only be transferred....."

"Grants for the acquisition of real property may include grants to pay down or retire real property debt incurred by an eligible applicant in connection with applicant's acquisition of a real property interest satisfying the above requirements, which places such property at risk of foreclosure."

4. Subcontracting

There is no mention of the requirements for subcontracting (requirement for bids?) and whether or not naming a particular subcontractor in the proposal itself will exclude the requirement for competitive bidding.

Sample Grants Contracts Comments

1. Eligible Costs

Exhibit H to the Sample Acquisition Grant Contract appears to define project administration costs as negotiation, surveying and related transactional expenses and caps such costs at \$10,000. This is very low cap for acquisition deals. Sometimes a survey alone can cost \$10,000. It's also unclear whether or not an appraisal and Phase I environmental assessment, both of which are a requirement for any acquisition, is included in that cap. As noted above, it is also unclear whether these project administration costs are the same as the administration costs, which in the Guidelines are capped at 15%, not \$10,000. Also, Administration costs do not have a line item in any of the sample budgets.

2. Costs and Payments

Has there been any thought given to withholding the final 10% of the total project costs from the Grantees as opposed to 10% of each payment of grant funds? You would be accomplishing essentially the same thing without the associated cash flow and accounting complexities, dispersing the remaining 10% once the project has been satisfactorily completed.

3. Audits/Accounting/Records

The *Sample Grants Contracts* state that "time and effort reports are also required from consultants and contractors." Many subcontracts entered into are fixed price contracts (e.g. appraisals, Phase I assessments) for a particular work product. It would be difficult to request time and effort reports of subcontractors when dealing with fixed price contracts.

4. List of Assurances for Site Improvements

In Exhibit D to the Sample Site Improvement/Restoration Grant Contract, item #6 on the list of assurances for site improvements states that SNC's Project Coordinator and other designated representatives will be permitted to enter onto the Project site for the purpose of conducting studies, evaluating the progress of the Project or inspecting the Project sites at reasonable times before, during and after the construction phase of the Project. It would be helpful to more clearly define what is intended by "studies" and "after the construction phase of the Project." How long would these rights go on? What kinds of

studies are contemplated? Would they indemnify the Grantee (and the landowner if not the Grantee) for any damage they may cause while doing these studies? While it's perfectly reasonable for SNC to want to inspect the Property during the term of the Grant to insure the grant funds are being properly spent, and to even tailor future access when appropriate to insure the purposes of the grant are being satisfied in the future (for example, accompanying on a monitoring visit for conservation easements), an unfettered right to access the property to conduct any kind of study at any point in time after the construction of the project seems too far reaching.

Thank you for again taking our comments under consideration. We appreciate this opportunity to provide input and look forward to working with you to protect the unique and irreplaceable resources of the Sierra Nevada.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alexandre Mas', with a stylized, flowing script.

Alexandre Mas
Senior Project Director, Sierra Nevada and Klamath Mountains

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June 25, 2007

Bob Kingman, Program Manager
Sierra Nevada Conservancy
11521 Blocker Drive, Suite 205
Auburn, CA 95603

Dear Mr. Kingman:

Thank you for the opportunity to once again review the draft Sierra Nevada Conservancy Program Guidelines and Grant Guidelines, and the Grants Application Packet.

We think you did a great job in preparing these materials. It is clear that these guidelines are well thought through and seem very reasonable and fair to potential applicants. In addition, we would like to thank the Sierra Nevada Conservancy staff for its willingness to be available to work with agencies and organizations before, during, and after the application process.

Below are a few comments about the current drafts guidelines, with some questions.

Program Guidelines

- Pg. 13. "The terms under which the interest in real property is acquired shall be subject to the conservancy's approval." Question: What exactly does this mean? At what stage in the acquisition process must conservancy approval be granted? With what terms of the acquisition will the conservancy be concerned? Once we have greater insight into the implementation or intent of this requirement, we may want to offer additional comment or suggestions.
- Will grants be available to reimburse organizations for loans/program related investments incurred for conservation purposes (e.g., purchase of fee or conservation easement) in advance of a grant award?

Application Packet

- Page 10: Authorization to Apply or Resolution
Can you provide additional clarification as to what is acceptable? In the instance in which an applicant does not have a board of directors (i.e. State Parks), can a letter from the agency's director be acceptable as the "authorization to apply"?
- Page 27: Real Estate Appraisal
The guidelines require that we submit a copy of a real estate appraisal. As I'm sure you know, the timing of completing appraisals can be lengthy and we can easily imagine a scenario where an appraisal might not yet be done at the time of

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application. Our question is this: What if it is not done? Can applicants submit a letter from an appraiser with an estimated value, with full appraisal to be submitted at a later date? Perhaps as an alternative, you can require that completed appraisal copies be submitted before funding is released, but allow applicants to provide an estimated cost value at the time of application.

▪ Page 30: CEQA Compliance

Is the conservancy willing to serve as the lead agency in cases where a nonprofit is the applicant? I strongly suggest that the conservancy be willing to serve in this capacity if necessary. A public agency must work as the "lead agency" in filing CEQA document. In situations where a nonprofit is the applicant, this can be extremely difficult to obtain. There have been situations in which the local county has refused to serve as the lead agency because they have no real role in the project. In this scenario, a nonprofit is stuck in trying to get this proper documentation. Willingness of the conservancy to serve as the lead agency may be critical to a project.

▪ Contract performance period? Will there be a designated amount of time in which applicants must spend grant funds? We suggest a minimum of 3 years to complete a project.

Thank you again for the opportunity to review and provide comment on these guidelines. We look forward to our continued partnership with you in protecting and enhancing the resources of the Sierra Nevada.

Sincerely,

Kathleen Farren
Regional Public Grants Manager

Dave Sutton
Director, Northern California Program

TO: Jim Branham
Bob Kingman
FR: Shawn Garvey/ThinkTank Inc.
DA: July 2, 2007

RE: Comments for SNC Grant Guidelines

Please accept these comments regarding the SNC grant guidelines based on my own personal experience and information and research generated in the development of the SNC Education and Communication Plan:

1. Applicants should be required to demonstrate how their project(s) will provide educational opportunities about the Sierra Nevada, the Sierra Nevada Conservancy and the Project Area for children, schools, and communities;
2. Applicants should be required to demonstrate that they have a plan and capacity to communicate the benefits of the successful Project to local and regional media, elected and agency officials from within the region, elected and agency officials from outside the region, NGO and business partners and others;
3. Applicants should be required to describe permanent Project signage and highlight the name, logo and role of the Sierra Nevada Conservancy in all signage, press communications and other informational materials.

**RECORD OF JUNE 22, 2007, 9:00 A.M. WEB CONFERENCE
ON GUIDELINES AND GRANT APPLICATION PACKET**

Note: *This record is a reflection of the audio portion of the conference. The written interactive/chat are recorded separately.*

Susan Robinson, Ebbetts Pass Forest Watch: Likes the SNC making the web conference accessible, saves driving. Likes everything we're doing on the web.

Unidentified: Mariposa County: The web conference has been very helpful.

Unidentified: Inyo County Water District: Will the SNC be sending out the questions and answers from this web conference?

Unidentified: On the acquisition projects, is that money just for land, or is it also for equipment? On site acquisition projects, are there criteria for long-term management? Can grant funding be used for long-term management?

Unidentified: If we use funds for site improvements, say on land we already are receiving State Parks funding for, State Parks requires the land to be used as a park for 20 years. Would the SNC require the use to be in perpetuity?

Unidentified: Do you know where the SNC office will be in Mariposa?

**RECORD OF JUNE 22, 2007 9:00 A.M. WEB CONFERENCE
ON SNC GUIDELINES AND GRANTS APPLICATION PACKET**

June 22, 2007 9:03:19 AM from Tim Wakefield
to Host (privately): Good Morning,

June 22, 2007 9:03:22 AM from Elizabeth Valdovinos
to Host (privately): Dave, I am not joined into the audio portion of the conference. I haven't received my call yet. Has the meeting started?

June 22, 2007 9:10:08 AM from Elizabeth Valdovinos
to Host (privately): I got in finally, thanks!

June 22, 2007 9:11:07 AM from Lisa Wallace
to Host (privately): Please, ask participants to mute their phones. We can hear their kids, dogs, etc.

June 22, 2007 9:14:05 AM from DAVID MADRIGAL
to All Participants:
USA Toll Free Number: (866) 721-8286
Participant Passcode: 6786685
USA Toll Free Number: (866) 721-8286
Participant Passcode: 6786685
866 721 8286

June 22, 2007 9:15:12 AM
to Elizabeth Valdovinos (privately): USA Toll Free Number: (866) 721-8286
Participant Passcode: 6786685
you can dial into the audio portion with the above number

June 22, 2007 9:27:16 AM from Muriel Zeller
to Host(privately): If a "pre-project description" is required for a SOG proposal, how detailed or extensive does it need to be and will this be the preferred procedure?

June 22, 2007 9:27:46 AM from Elissa Brown
to Host (privately): I can't see anywhere in the application packet that tells us when the deadline for competitive grants is, or when you will start to accept SOG applications.

June 22, 2007 9:33:48 AM from Lisa Wallace
to Host (privately): Sorry - can you repeat the CEQA compliance requirements. I believe I understood that CEQA must be completed vs for example 1)SNA funding CEQA work, or 2)Other agency has agreed to fund CEQA, but it is not yet completed. Please reiterate - again, sorry I missed it first time.

June 22, 2007 9:38:14 AM from Marji Feliz
to Host (privately): from Elissa Brown to All Attendees: Why are the competitive grants only for site acquisition and improvement. Is this a higher priority for your agency than capacity-building, educational programs, planning, etc.?

June 22, 2007 9:40:08 AM from Vince Maniaci
to Host (privately): Do you have a coordinator in the Bishop-Inyo County area?

June 22, 2007 9:41:13 AM from DAVID MADRIGAL
to Presenter (privately): USA Toll Free Number: (866) 721-8286
Participant Passcode: 6786685

June 22, 2007 9:41:35 AM from DAVID MADRIGAL
to Presenter(privately): from Muriel Zeller to Host(privately): If a "pre-project description" is required for a SOG proposal, how detailed or extensive does it need to be and will this be the preferred procedure?

June 22, 2007 9:42:19 AM from DAVID MADRIGAL
to Presenter(privately): from Elissa Brown to Host(privately): I can't see anywhere in the application packet that tells us when the deadline for competitive grants is, or when you will start to accept SOG applications.

June 22, 2007 9:42:46 AM from Anne Novotny
to Host(privately): What is the anticipated timeline for the competitive grant cycle:

June 22, 2007 9:42:50 AM from DAVID MADRIGAL
to Presenter(privately): from Lisa Wallace to Host(privately): Sorry - can you repeat the CEQA compliance requirements. I believe I understood that CEQA must be completed vs for example 1) SNA funding CEQA work, or 2) Other agency has agreed to fund CEQA, but it is not yet completed. Please reiterate - again, sorry I missed it first time.

June 22, 2007 9:43:08 AM from DAVID MADRIGAL
to Presenter(privately): from Vince Maniaci to Host(privately): Do you have a coordinator in the Bishop-Inyo County area?

June 22, 2007 9:45:20 AM from Breanna Owens
to Host(privately): Are there management and monitoring requirements for site

aquisition sites? Is criteria from one of the agencies being used or has this been determined?

June 22, 2007 9:49:20 AM from DAVID MADRIGAL
to Presenter(privately): from Breanna Owens to Host(privately): Are there management and monitoring requirements for site aquisition sites? Is criteria from one of the agencies being used or has this been determined?

June 22, 2007 9:49:21 AM from Tim Wakefield
to Host(privately): Thank you for taking time to keep us informed, The format worked very well.

June 22, 2007 9:49:41 AM from DAVID MADRIGAL
to Presenter(privately): from Anne Novotny to Host(privately):What is the anticipated timeline for the competitive grant cycle:

June 22, 2007 9:51:59 AM from Vince Maniaci
to All Participants: thank you

June 22, 2007 9:52:04 AM from Lisa Wallace
to Host(privately): Regarding the grant advance and cash flow issues: Issue a 50% advance on the grant; then each quarterly invoice is "paid": 50% from the advance and 50% to be reimbursed. This will greatly help with cash flow over the life of hte grant. Feel free to email or call if you would like more detail on the idea.

June 22, 2007 9:52:06 AM from Elizabeth Valdovinos
to Host(privately): thank you, this was great.

June 22, 2007 9:52:14 AM from Megan Wargo
to Host(privately): Thanks!

RECORD OF JUNE 22, 2007, 3:00 P.M. WEB CONFERENCE ON SNC GUIDELINES AND GRANT APPLICATION PACKET

NOTE: *This record is a reflection of the audio portion of the conference. The written interactive/chat are recorded separately.*

Julie Leimbach: Regarding the Grants Guidelines and the Application Packet, Implementability section, discussion of the budget/schedule, consider moving budget/schedule to its own place.

The contracts packet is really helpful, and the Application Packet also. It seems like the budget/schedule requirements are acquisition-focused. Wondering if they could be made more inclusive, or applicable to different projects.

This is a great way to do this type of workshop. Wondering if the SNC will do this in the future to really help groups go through contracting. When would these workshops take place?

Cliff Harvey: Understand that there are separate applications for separate projects. Are there allowances for programmatic treatments, i.e. multiple projects (different sites) for one program – can these be lumped for ease of administration?

There are complications with CEQA compliance; think it's a discussion worth having.

Regarding the allowable costs for overhead billing, is there a discussion of what is and is not allowable? This seems to be a topic for future discussion.

Peter Kampa: Regarding ditch management, we have an 1850s ditch management system, and initially thought we'd pipe it. We are interested in multiple values, including easements for trails, and improving sections for water quality and quantity. Interested in a SOG for planning, design, and CEQA work.

Cliff Harvey: Many State grants we've been working with lately have a two-page budget – one with tasks and one with a line item budget...is the SNC going to take that tack as well? The simpler the budget in the proposal is, the more flexibility for grantee.

Julie Leimbach: Been in that situation before also. Proposed a grant, the budget was itemized by task, then the State wanted it all within cost categories. Cumbersome for a grantee to do both. Provide that type of template up front if it is required – do not prefer, though. Line item by task conveys more info to funder about how grantee will spend money. Every State contract I've had uses these cost categories. The sample cost estimate provided is by task – think that's not how grantees will be able to invoice.

**RECORD OF JUNE 22, 2007 3:00 P.M. WEB CONFERENCE
ON SNC GUIDELINES AND GRANTS APPLICATION PACKET**

June 22, 2007 2:55:40 PM from Bob Kingman
to All Participants: Welcome conference attendees. We are completing final technical preparations for the conference. Audio will be available in a few minutes via phone conference. Please feel free to download any documents you haven't already gotten from the SNC website from the "File Transfer" pane. Thanks.

June 22, 2007 2:59:09 PM from Marji Feliz
to Presenter(privately): from Peter Kampa to All Attendees: Are we ready to go at 3?

June 22, 2007 3:15:24 PM from karen smart
to All Participants: Thank you

June 22, 2007 3:16:57 PM from Julie Bear
to All Participants: Thanks Marji.

June 22, 2007 3:23:12 PM from Julie Leimbach
to All Participants: Do the acquisition grants include acquisition of water rights?

June 22, 2007 3:23:34 PM from Marji Feliz
to Presenter(privately): from Julie Leimbach to All Participants: Do the acquisition grants include acquisition of water rights?

June 22, 2007 3:24:46 PM from Elisa Noble
to All Participants: Is there any way to know how these 3 updated documents differ from the original docs (i.e. a red-line version)?

June 22, 2007 3:25:09 PM from Julie Leimbach
to All Participants: Do either the CGs or SOGs have a maximum timeline in which the project must be completed? Sometimes funders don't want to fund a project if it lasts more than 3 years.

June 22, 2007 3:25:32 PM from karen smart
to All Participants: CEQA - meaning?

June 22, 2007 3:25:48 PM from Marji Feliz
to Presenter(privately): I'm sorry, we didn't produce this in a track-changes version.

June 22, 2007 3:26:05 PM from Marji Feliz
to Presenter(privately): from Julie Leimbach to All Participants: Do either the CGs or SOGs have a maximum timeline in which the project must be completed? Sometimes funders don't want to fund a project if it lasts more than 3 years.

June 22, 2007 3:26:20 PM from Marji Feliz
to Presenter(privately): from karen smart to All Participants:CEQA - meaning?

June 22, 2007 3:26:21 PM from Elisa Noble
to All Participants: CEQA = CA Environmental Quality Act; so the environmental
assessment required for a project

June 22, 2007 3:26:28 PM from karen smart
to All Participants: ok

June 22, 2007 3:26:50 PM from Marji Feliz
to Presenter(privately): from Marji Feliz to Presenter(privately):from Julie Leimbach
to All Participants:Do either the CGs or SOGs have a maximum timeline in which the
project must be completed? Sometimes funders don't want to fund a project if it lasts
more than 3 years.

June 22, 2007 3:27:39 PM from robin park
to All Participants: For acquisition projects, is the appraisal (p.27 of application)
required/mandatory at the time the application is submitted? thank you!

June 22, 2007 3:28:11 PM from Marji Feliz
to Presenter(privately): from Elisa Noble to All Participants:Is there any way to know
how these 3 updated documents differ from the original docs (i.e. a red-line version)?

June 22, 2007 3:30:15 PM from Elisa Noble
to All Participants: I have to get to another appointment - I will look forward to
continuing these discussions. Thanks.

June 22, 2007 3:34:12 PM from karen smart
to All Participants: would an SOG grant be appropriate for such things as capacity
building, training, hiring Executive Director, etc.?

June 22, 2007 3:35:55 PM from Julie Leimbach
to All Participants: Can the SNC include monitoring and assessment in SOG grant
Category 2 and 3 for eligible projects. It seems they fall under the intent of the category
but don't quite fall under the categories you have listed.

June 22, 2007 3:41:57 PM from Julie Leimbach
to All Participants: What if it is ongoing watershed monitoring like the type of monitoring that SYRCL does on the Yuba?

June 22, 2007 3:42:05 PM from karen smart
to All Participants: assume there would be no problem for an organization to apply for more than one grant..?

June 22, 2007 3:53:05 PM from Julie Leimbach
to All Participants: Peter, I'm working on ditches in the foothills also, who do you work with?

June 22, 2007 3:54:35 PM from Julie Leimbach
to All Participants: Please don't use DWR's budget template!

June 22, 2007 3:59:23 PM from Marji Feliz
to Presenter(privately): from Marji Feliz to All Attendees:from Peter Kampa to All Attendees:We worked with EIP and Kennedy Jenks on preliminary mapping and analysis. The project hit a road block when the focus became "pipe the ditches". We now have a new outlook!

June 22, 2007 4:03:03 PM from karen smart
to All Participants: thank you!

June 22, 2007 4:03:29 PM from Julie Bear
to All Participants: Thanks - great meeting!!!
